



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P11240.4
C 043/k
23 Apr 92

MARINE CORPS BASE ORDER P11240.4

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GARRISON MOBILE
EQUIPMENT (GME)

Ref: (a) TM 4700-15/1F (NOTAL)
(b) SECNAVINST 11240.17C
(c) MCO P11240.106A
(d) DoDInst 1000.15
(e) DoDInst 4515.7
(f) MCO 11240.66B
(g) MCCDCO 11240.2B
(h) MCCDCO 5560.2A
(i) CFR 49 (NOTAL)
(j) NAVSEA OP 2239 (NOTAL)
(k) MCO 8020.1F
(l) MCO P7100.8K
(m) UM 4400.15 (NOTAL)
(n) MCCDCO P4400.1
(o) MCO 4790.2C
(p) MCCDCO P4790.1

Encl: (1) LOCATOR SHEET

Reports Required: I. Utilization Data (Report Control Symbol
EXEMPT), pars. 2018.6 and 9001.3)
II. FY Allotment Status for Procurement of GME
(Report control Symbol EXEMPT), par. 4003.2
III. Long Term Leases (Report Control Symbol
EXEMPT), par. 5004

1. Purpose. To issue a consolidation of current directives
pertaining to the administration, operation and maintenance for the
use of Garrison Mobile Equipment at MCB, Quantico, VA.

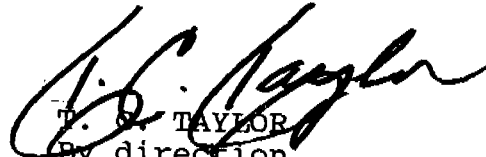
2. Cancellation. MCCDCO P11240.5A.

3. Summary of Revision.

4. Recommendation. Recommendations concerning the SOP for Garrison
Mobile Equipment are invited. Submit such recommendations to the
Commander, MCB (C 043) via the appropriate chain of command.

MCBO P11240.4
23 Apr 92

5. Certification. Reviewed and approved this date.


T. S. TAYLOR
By direction

DISTRIBUTION: P114

SOP FOR GARRISON MOBILE EQUIPMENT

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

LOCATOR SHEET

Subj: SOP FOR GARRISON MOBILE EQUIPMENT

Location: _____
(Indicate **the** location(s) of the copy(ies) of this
Manual.)

SOP FOR GARRISON MOBILE EQUIPMENT

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CHAPTER 1

GENERAL

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CHAPTER 1

GENERAL

1000. DEFINITION. Garrison Mobile Equipment (GME) is used to perform transportation and maintenance at the Marine Corps Combat Development Command (MCCDC). It consists of passenger vehicles, cargo vehicles, material handling equipment, and engineer equipment. GME is commercially available equipment and is not intended for tactical use.

1001. GENERAL INFORMATION

1. Control over the operation and use of GME resources will be so organized and managed to ensure optimum responsiveness, efficiency, effectiveness, and support of the MCCDC mission. Economy is a major consideration in GME operations.

2. The basic policy governing operational management of all GME is to provide maximum mission-essential service with the minimum equipment fleet. This objective can best be realized through adherence to the equipment administrative, maintenance, and operational requirements outlined in this Manual and a continuing evaluation of vehicle assignments including ensuring item to task suitability and analyzing actual equipment usage.

3. TM 4700-15/1 contains instructions for completion and use of GME related forms.

1002. RESOURCES MANAGEMENT

1. The management exercised at the activity level over GME resources is the single most important factor in the effectiveness of the GME program.

2. In determining the appropriate use of equipment resources, the following factors must be taken into consideration:

a. Each person is responsible to exercise thrift in the expenditure of public resources. Thus, where other means of service support are reasonably available, management discretion should preclude furnishing Government-owned equipment for services that are not essential.

b. The possible liability incurred as a result of personal injury, loss, or damage of property will be given consideration prior to authorizing transportation for civic groups, religious organizations, scout activities, etc. Authority to provide such community service is retained by the Commanding General.

3. The GME Fleet Manager will perform periodic inspections of all subpools to ensure, proper efficient and economical vehicle utilization.

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CHAPTER 2

OPERATIONS

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CHAPTER 2

OPERATIONS

2000. POOLING

1. Garrison Mobile Equipment (GME) will be physically and administratively pooled to the maximum extent possible. The purpose of pooling is to eliminate duplication of effort, facilities, and services. Distance, economy, effectiveness, mission, emergency functions, and other factors indicate that **subpools** will provide this Command with the most practical method of GME operation. In addition to the central motor pool, operated by the Motor Transport Operations Section, Support Branch, Facilities Division, **subpools** are authorized for the following activities and organizations, listed alphabetically:

- a. Commanding Officer, Marine Corps Air Facility
- b. commanding Officer, Officer Candidates School
- c. commanding Officer, Security Battalion/Director, Public Safety Division
 - (1) Fire Protection/Prevention Branch (each station)
 - (2) Provost Marshal
- d. Commanding Officer, The Basic School
- e. Commanding Officer, Weapons Training Battalion
- f. Director, Communication Officers School
- g. Director, Data/Communications Integration Division
 - Head, Electronics Support Branch
- h. Director, Facilities Division
 - Head, Family Housing Branch
 - Head, Maintenance Branch (mainside and Guadalcanal areas)
 - Head, Public Works Branch (mainside and Guadalcanal areas)
- i. Director, Logistics Division
 - Head, Materiel Branch
- j. Director, Operations Division
 - Head, Training Branch

Head, Explosives Ordnance Disposal Section

Head, Range Control Section

2. Automotive equipment will be used on a pooled basis to ensure the highest effective level of utilization and will not normally be assigned exclusively to any one official or employee.

3. As a general rule, GME will not be garaged or parked outside the confines of the central motor pool or **subpool** assigned and will not be parked in quarters areas or at the domicile of the user. When GME is authorized in the performance of a mission external to this installation, parking facilities of other military installations or the nearest state or local government property will be used wherever practical. Where such facilities are not available, parking accommodations will be arranged to ensure the safety and security of the equipment.

2001. VEHICLE CONTROL. All GME, (automotive, material handling and engineer equipment), will be made available upon request of the GME Fleet Manager, when required to accomplish an assigned mission.

2002. DISPATCHING

1. General Information. All GME will be properly dispatched when in use. When DD, NAVMC, or SF forms are used, they will be prepared per TM 4700-15/1. The GME dispatching system at this Command will be compatible with Headquarters Marine Corps (HQMC) reporting requirements for control of equipment and collection of pertinent data. The system will include the following elements:

- a. Fuel control.
- b. Miles/hours of operation.
- c. Operator qualification and assignment.
- d. Operator maintenance.
- e. Scheduled services maintenance.
- f. Report of need for corrective maintenance.

2. Trip Tickets. All GME operators will be officially dispatched and issued a trip ticket per reference (c) of **MCO P11240.106** prior to removing equipment from its assigned **subpool**. It is the operator's responsibility to obtain authorized dispatch. Activity dispatchers are responsible for ensuring operator qualification, per MCCDCO 11240.2, and validating the requirement for GME operation prior to dispatch. To ensure authenticity, trip tickets will be stamped to

identify the dispatching organization (subpool). GME at the Marine Corps Combat Development Command (MCCDC) will be dispatched with a prescribed form listed below:

a. Automotive Equipment. At the discretion of the **subpool** activity head, the forms listed below are authorized for dispatching automotive equipment:

(1) MCCDC Form **4641/2**, Commercial Vehicle Operational Record (See Appendix A).

(2) NAVMC Form 10627 (See Appendix A), Vehicle and Equipment Operational Record (Administrative and Tactical Motor Vehicles).

b. Materials Handling and Engineer Equipment. NAVMC Form 10523, Engineer Equipment Operation Record (See Appendix A), will be used to dispatch materials handling and engineer equipment (including grounds maintenance equipment).

c. Equipment dispatched outside the confines of MCCDC will be properly dispatched and will have "AUTHORIZED OFF **BASE**" stamped or typed on the top of the trip ticket. This annotation will be initialed, in black ink, by the dispatcher.

3. General Use Forms

NAVMC Form 10031, Daily Dispatching Record of Vehicles (Master Log). Master Logs will be maintained by the dispatcher(s) at each authorized dispatching activity (**pool/subpool**). Master Logs will be maintained categorically (e.g., automotive and materials handling/engineer).

b. NAVMC Form 10524, Consolidated Engineer Equipment Operation Log and Service Record, will be maintained by dispatchers of materials handling and engineer equipment for each item.

c. NAVMC Form 10031 and NAVMC Form 10523 shall not apply to engineer equipment, stationary, towed/nonmotorized or hand held (e.g., generators, pumps, and chain saws, etc.). NAVMC Form 10524 will apply in lieu of NAVMC Form 10523.

4. GME will not be dispatched in excess of 24 hours **without** the express authority of the Head, Support Branch, Facilities Division. The use of GME in support of training exercises aboard this Command does not justify dispatch in excess of 24 hours.

2003. ASSIGNMENT CLASSIFICATIONS. GME will not be assigned exclusively to a single official or employee unless such assignment is required by the nature of their responsibilities, frequency, extent, or urgency of their requirements for the equipment. The determination

of proper assignment for all types of equipment will be based on justifiable requirements and the categories described in the following paragraphs:

1. **Class A.** This class applies only to automotive equipment and authorizes continuing assignment of passenger carrying vehicles on the basis of responsibility inherent in the position when the immediate availability of transportation is deemed necessary and as approved by the Commandant of the Marine Corps (LFS-2). Personnel authorized Class A assignment will not use such vehicles for other than official duties, nor will such vehicles be reassigned to others not entitled to such use. Letters of Class A assignment, when authorized, are held by the GME Fleet Manager.

2. **Class B.** This class applies to all GME and authorizes recurring dispatch of the same equipment for activities which by their nature require the use of the same equipment on a daily basis for the efficient accomplishment of official business.

a. In all cases, **Class B** assignment will be authorized by the Head, Support Branch, Facilities Division, in writing and will specify unit/activity to which assigned. A review, which is done annually, will be approved by the Commanding General, MCCDC to ensure that equipment is not being used on a convenience basis and is actually required to efficiently support the activity to which assigned.

b. Requests for Class B assignments will be submitted in writing to the Head, Support Branch, Facilities Division. Assignment will be based upon equipment availability and justification provided.

c. Heads of activities will be required to justify each Class **"B"** assignment, annually. The justifications will contain specific rationale for the equipment and identify why other means will not satisfy the requirements. Copies of the Class **"B"** justification letters will be forwarded to the GME Fleet Manager by 31 July, annually.

3. **Class C.** All GME not assigned under Class A or Class B authorization will be pooled for service on an **"on call"** basis and other scheduled services. Ideally, Class C equipment will handle the bulk of **MCCDC's** equipment requirements.

4. Ambulances, trucks, wreckers, fire trucks, forklifts and other special purpose vehicles will be used exclusively for the purpose intended.

2004. EQUIPMENT ALLOWANCES

1. Local units will submit for allowance of GME through the Head, Support **Branch**, Facilities Division, and will justify why equipment is required.

2. The assignment of GME is established by the Table of Equipment (T/E) allowances that are assigned to MCCDC. Utilization data will be considered in determining the T/E allowances, except for Class A assignments and special purpose equipment.
3. **Subpool** assignment of their GME is assigned according to availability of equipment and a **unit's** mission.
4. Activities to which commercial vehicles are assigned should submit their changes to their vehicle allowance to the Head, Support Branch, Facilities Division, justifying why such changes are required.

2005. OFFICIAL USE OF EQUIPMENT

1. General Information. The use of GME shall be restricted to official purposes only. Questions arising concerning official use will be resolved by the Commanding General, MCCDC in favor of strict compliance with this Manual and statutory restrictions/regulations which include, but are not limited to, the following:
 - a. Title 10, United States Code
 - b. Title 31, United States Code
 - c. **DoD** Instruction 4515.17
 - d. SECNAVINST 11240.17
 - e. **MCO P11240.106**
2. Automotive Equipment. The following guidance is furnished regarding the official use of automotive GME.
 - a. GME transportation may be used wholly or in part, for personnel going to or returning from temporary duty stations, where transportation is authorized by official travel orders. However, maximum use of public transportation will be utilized in lieu of dispatching vehicles from motor pools. Transportation between lodgings and duty stations for personnel on temporary duty may be provided when public or commercial facilities are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify furnishing transportation by GME. In such cases, the use of GME will be predicated on need, distance involved, and other conditions which may justify use.
 - b. Group transportation support may be provided for authorized activities such as athletics, welfare, recreation, morale, and chaplains' programs when it is determined that failure to provide such service would have an adverse effect on the morale of MCCDC personnel, and that such transportation can be provided without detriment to the MCCDC mission.

c. Transportation may be provided for military and civilian personnel officially participating in public ceremonies, official social or civil functions, parades, and military field demonstrations. A waiver of liability will be obtained from all nongovernment personnel prior to transport.

d. Transportation by GME is for official purposes and will not be provided in those cases where the justification is based solely on reasons of grade, prestige, or personal convenience.

e. The use of GME, whether authorized on a full time or trip basis, is not authorized for private business or personal social engagements of the individual concerned, family members, or others.

2006. DOMICILE-TO-DUTY. Transportation to and from work is a personal expense. The performance of official duties shall not be construed to include transportation over all or any part of the routes between domiciles and places of employment, or for meals.

2007. PERMISSIBLE OPERATING DISTANCE (POD)

1. The POD is a guide for determining when it is more economical to use commercial transportation. Commercial transportation should be utilized to the maximum extent possible beyond the POD while GME is used within the POD. However, it is recognized that due to the nature of numerous mission essential requirements, that government transportation would be provided as required on a by exception basis and as addressed in paragraph 2005.2 of this SOP.

2. The POD is established as a 75 mile radius from MCCDC. The POD is depicted in Appendix B. The use of GME beyond the POD is prohibited without the prior approval of the Head, Support Branch, Facilities Division.

3. Requests to exceed the POD must be received in writing by the Head, Support Branch, Facilities Division, a minimum of four working days prior to a scheduled trip. The following information must accompany each request to exceed the POD:

- a. Destination(s).
- b. Date(s) of travel.
- c. Reason for travel.
- d. Justification to use GME versus commercial transportation (**Lack of funds** is not a valid excuse per SECNAVINST 11240.17).
- e. Number of Passengers (identify senior member by rank and name).

f. Method to pay cost of operator(s) for TAD (if overnight travel is required).

4. It is the responsibility of the requesting unit to pay any and all tolls incurred by the Motor Transport Operations Section, Support Branch, Facilities Division, in support of a transportation request. Drivers are not responsible for paying any tolls while on commitments.

2008. GENERAL SERVICES ADMINISTRATION (GSA) CREDIT CARD

1. Written requests for the issuance of a GSA Gas Credit Card, are to be submitted to the Head, Support Branch, Facilities Division, no less than four working days prior to the date the card is required, for approval by the Head, Support Branch/Motor Transport Chief, Facilities Division.

2. GSA Gas Credit Cards are issued from the Fuel and Records Section, building 3045, when vehicles are required to be operated off base (outside the established 75 mile radius), and when the use of other government facilities is impractical.

3. GSA Gas Credit Cards will be used to purchase only regular unleaded and diesel fuel, whichever pertains to the vehicle being utilized. NO PURCHASE OF PREMIUM UNLEADED GASOLINE WILL BE HONORED OR PAID FOR BY THE GOVERNMENT.

4. It is the responsibility of the operator to obtain a copy of all receipts for the purchase made with the use of the credit card. The operator will also be responsible for verifying that all required information is recorded on the receipt prior to signing the receipt. The required information is:

- a. USMC or USN number of the vehicle.
- b. Name of service station and date of purchase.
- c. Correct prices and extended totals for each item purchased.
- d. The name and rank of the user of the card.

5. Upon return to MCCDC, the credit card user will return the credit card, along with all receipts of purchases made, to the Fuel and Records Clerk. The card is to be returned the same day the user returns to MCCDC, if at all feasible. When this cannot be accomplished the user will return the card the morning following his/her return to MCCDC.

2009. MINIMUM WALKING DISTANCE

1. A minimum walking distance describes the distance between points of travel beyond which it is reasonable and/or economical to provide GME for transportation.
2. The minimum walking distance at MCCDC is one mile. Requests for personnel transportation within the minimum walking distance will not normally receive favorable consideration.

2010. INSTALLATION OR ACTIVITY BUS SERVICE

1. General Information. The capability to transport groups of individuals on official business within or between installations is a recognized requirement and is essential to mission support. The effective use of buses reduces the requirement for smaller types of passenger carrying vehicles. Bus services may be provided in strict compliance with **MCO P11240.106.**
2. Scheduled Activity Bus Service. To meet the transportation needs of MCCDC, the following scheduled bus services are available:
 - a. Shuttle Service to the National Naval Medical Center. Bethesda, **Maryland** and to **DeWitt Army** Community Hospital, Fort Belvoir, **Virginia**. Refer to MCCDCO 11240.1 for schedules and more information.
 - b. Shuttle Service to Headquarters Marine Corps (Navy Annex). This shuttle is a joint command effort between Headquarters Battalion, Headquarters Marine Corps, Henderson Hall and MCCDC. Schedules are published annually by a MCCDC bulletin.
3. Morale, Welfare, and Recreation (MWR) Support Services. Bus service in support of authorized MWR programs, Family Service Center programs, or private organizations may be provided when such mass transportation can be made available without detriment to the MCCDC mission. Such service is limited to full support of category A activities, substantial support of category B, some support of category C, and minimal support of category D. Appendix C lists categories of MWR activities. Since acquisition or lease of buses and other group travel vehicles with appropriated funds is unauthorized for the sole or partial support of **MWR** activities, family support programs, or private organizations, any portion of the acquisition cost of such vehicles may not be considered in determining reimbursable expenses to be charged or in determining equipment allowances. Such transportation is subject to the following restrictions:
 - a. Transportation may be provided on a nonreimbursable basis for the following categories:
 - (1) In support of the Chaplain's program.

(2) MWR functional staffs engaged in routine direct administrative support of category A, B, and C activities.

(3) Teams composed of personnel officially representing MCCDC in scheduled competitive events.

(4) MCCDC personnel or dependent spectators attending local events in which a MCCDC sponsored team is participating.

(5) Entertainers, guests, supplies, and/or equipment essential to the MWR program.

(6) Civilian groups transported to MCCDC in the interest of community relations when invited by the Commanding General. Transportation support of community relations programs will be accomplished per **DoD** Directive 5410.18.

(7) Category A, B, and C sponsored activities, including recreational tours and trips when fees are not levied upon the passengers (except fees to cover the cost of the driver when required) and when approved by the Commanding General, MCCDC, and then only after mission requirements have been satisfied.

b. Transportation may be provided for special activities such as scouting programs and private organizations as outlined in **DoDInst** 1000.15. Such service shall be accomplished on a reimbursable basis covering all operational and maintenance costs of providing the service. Prior approval from the Commanding General, MCCDC, is required.

2011. COMMAND TAXI SERVICE. As with scheduled activity bus services, a taxi service operated by the Motor Transport Section, Support Branch, Facilities Division can effectively reduce the requirement for smaller passenger carrying vehicles and enhance **MCCDC's** ability to achieve optimum mission performance with a minimal equipment fleet. Maximum utilization of such service by personnel and activities requiring infrequent transportation during the conduct of official business will minimize the need for Class B assigned vehicles. To help meet the demand for personnel transportation of MCCDC and tenant organizations, a taxi service is authorized as described in the following paragraphs:

1. Authorized Patrons. Military personnel and civilian employees of MCCDC, tenant activities, and other personnel authorized MCCDC transportation services by means of Interservice Support Agreements (**ISA's**) may be provided taxi service.

2. Hours of Operation. The MCCDC taxi service will be operated during normal working hours (**0700-1700**), Monday through Friday, excluding holidays. Note: Taxi services may be interrupted or

suspended during periods of extreme foul weather, as well as times when equipment and/or personnel shortages are experienced by Motor Transport Operations Section, Support Branch, Facilities Division.

3. Area of Operation. Taxi service is restricted to operating within the geographic boundaries of MCCDC, to include the Naval Medical Clinic, Quantico. Taxis will not be dispatched to destinations off-installation without the prior approval of the Head, Support Branch, Facilities Division. The minimum walking distance, as discussed in paragraph 2006 of this Manual, shall be enforced, except for couriers of parcels/packages too large or heavy for walking.

4. Requests for Taxi Service. Officers, Staff Noncommissioned Officers, and civilian supervisors are authorized to request taxi service for their units/activities. Submit telephonic requests for taxi service to the Dispatcher, Motor Transport Operations Section, Support Branch, Facilities Division, at extension 2254. Requesters must be prepared to provide the following information which will be read back to the requester:

a. Name, grade/title, unit, and telephone extension of the requester.

b. Name and rank of individual to be transported; if a group is to be transported, identify the senior person and provide the total number of personnel in the party.

c. Desired pickup time.

d. Pickup point.

e. Destination.

f. Nature of official business.

5. Normally, all taxi trips will be drop trips unless otherwise specified. Taxi operators are not authorized to wait for passengers for more than 10 minutes without the approval of the Motor Transport Operations Officer/Chief.

6. Taxi utilization data will be maintained by the Motor Transport Operations Officer to determine whether the service will be continued, upgraded, or curtailed.

7. Taxi services will be provided as personnel and equipment assets permit. Further information as to times, pick-up points, who may use, etc., will be published by a MCCDC bulletin.

2012. TRANSPORTATION OF DEPENDENT SCHOOL CHILDREN. GME transportation will be provided to dependent school children in strict compliance with **MCO P11240.106.**

1. Transportation of dependent school children who reside in family quarters aboard this Command will be provided to the following:

a. Schools of the Quantico Dependents School System (QDSS).

b. Prince William County public schools (public schools), when it has been determined that the QDSS is unable to provide adequately for their education; that attendance at public schools (to include education for the handicapped) can be arranged.

c. Private schools within a reasonable distance, provided:

(1) The private school is not accessible and private school transportation, either with or without cost to the child, is not available.

(2) The parent of the child submits a written request for transportation setting forth the reasons therefor.

(3) The Commanding General, MCCDC, determines either that:

(a) QDSS or public schools are unable to provide adequately for the education of the child concerned.

(b) The general morale of the personnel concerned would be served by providing transportation for those desiring to attend private school.

(c) The vehicles authorized for transporting dependent school children to QDSS or public schools have extra space available and can convey those attending private schools without materially deviating from the established route to QDSS or public schools.

2. Transportation may be provided for dependent school children who do not reside in family quarters aboard MCCDC as follows: For dependent school children of military personnel on a space-available basis between schools and MCCDC when all of the following criteria are met:

a. The children are participating in a program covered by, and implemented in, the Uniform Services Health Benefits Program.

b. Transportation is already being provided between MCCDC and the school concerned.

c. The children present themselves at a regular bus stop on MCCDC or an established stop along the route between the installation and the school concerned.

3. Only one trip to and from school per school day is authorized for any one child.

4. The normal method of transportation will be by school bus. Alternate means of transportation required due to physical limitations or unusual circumstances must be submitted to the Head, Support Branch, Facilities Division, via the QDSS Superintendent, a minimum of two weeks in advance of the starting date. The following information will be provided:

- a. Name and age of child.
- b. School child will be attending.
- c. Any special needs, i.e., weekly therapy sessions at location other than school.
- d. Justification.

5. Reimbursable costs shall be credited to applicable financing appropriation or fund, or to miscellaneous receipts of the U.S. Treasury, as appropriate, and shall consist of costs incident to operation, maintenance, and depreciation of equipment. This includes, but is not limited to, fuel, oil, and other consumable supplies used, as well as the compensation of drivers (military or civilian) directly engaged in providing the transportation.

a. The cost of compensation of civilian drivers shall be computed on the basis of their gross payroll compensation plus a factor of 29 percent of gross payroll compensation for fringe benefits.

b. The cost of compensation of military drivers shall be computed on the basis of the reimbursement rates for military personnel.

2013. STUDENT RESPONSIBILITIES. Students will:

1. Obey promptly and cheerfully the instructions and orders of the operator of the school bus.

2. Observe proper decorum while getting on the bus and ensure that proper conduct is utilized at all times.

3. Be at the designated place at the required time. Bus schedules are published at the beginning of each school year and will be posted at each school. No changes to bus routes will be made without the agreement of both the Superintendent of Schools and the Motor Transport Operations Officer, Support Branch, Facilities Division.

4. Occupy seat assigned by the operator or the assigned individual who might be on the bus as the designated bus monitor.

5. Bus monitors will be assigned as required. Normally, assignment of this billet is at the discretion of the Motor Transport Officer. He/she makes this assignment as a situation dictates.
6. Request that the driver stop the bus in case of an emergency. The driver should always make this clear when passengers board the bus for transportation.
7. Wait until the bus comes to a complete stop when getting on or off the bus.
8. Leave the bus when told to do so by the operator of the bus.
9. Enter or leave the bus only at the front door except in cases of emergency.
10. Keep head, hands, and feet inside the bus at all times.
11. Cross the highway in the following manner:
 - a. Make certain that the bus is stopped, the door is open and the stop signal is extended.
 - b. Cross in front of the bus within sight and hearing of the operator, look both ways and stay out of the line of traffic until the path across the roadway is free from any danger.
 - c. Upon signal from the driver or from a personnel escort, proceed across the highway or road.

2014. DETERMINING THE METHOD OF TRANSPORTATION FOR PERSONNEL. When it has been determined that motor vehicle transportation is essential to the performance of official business and is beyond the minimum walking distance, the following will be considered in the order shown. This will be done to the extent that they are available and the capability of meeting mission requirements.

1. MCCDC scheduled bus services.
2. Scheduled public transportation (Commuteride, Metrorail, Metrobus, etc.).
3. Marine Corps motor vehicles (Command taxi, van, sedan, etc.).
4. Voluntary use of a privately owned motor vehicle on a reimbursable basis.

2015. REQUEST FOR TRANSPORTATION/EQUIPMENT

1. Activity heads will appoint one section or person to screen requests to avoid unnecessary duplication of requests. The Motor

Transport Operations Officer, Support Branch, Facilities Division, will not accept any transportation request from sections or personnel other than those designated in writing. Appendix D is a sample Letter of Designation.

2. All transportation requests will be submitted to the Motor Transport Officer, Support Branch, Facilities Division, or designated representative located in building 3045.

3. Requests for transportation support will be submitted a minimum of two working days prior to the actual date of commitment. The Motor Transport Operations Officer, Support Branch, Facilities Division, reserves the right to refuse any request submitted with less than two working days notice (four days is also submitting a request to exceed the POD or to have an officer drive). The request will be on MCCDC Form **11240/1**, Transportation Request, or an automated facsimile as shown in Appendix E. The request will state specifically the reason equipment is required.

4. Request for transportation support traveling outside the POD must be received a minimum of four working days prior to actual date of commitment. Requests to exceed the POD should accompany the transportation request.

5. Requests for a specific type of vehicle will be considered, however, the Motor Transport Operations Officer, Support Branch, Facilities Division, will determine the type and quantity of support required to fulfill the commitment. Need/justification for specific equipment should be included on the transportation request.

6. Per **MCO P11240.106**, SECNAVINST 11240.17 and **DoDInst** 4515.7, transportation requests to commercial airline terminals in the National Capital Region will not be honored unless reasons of security, protocol, or emergency exist. This restriction applies to all MCCDC vehicles.

7. When it becomes necessary to cancel a request, such cancellation will be relayed at the earliest opportunity to the Motor Transport Operations Section, Support Branch, Facilities Division, at **640-2254/2576**.

2016. DISABLED EQUIPMENT

1. General Information, For breakdowns that occur while the vehicle is in use, the driver should take initial steps to correct the problem. Keeping in mind that each situation is unique in it's own way the driver should take the following actions as applicable:

a. Within a radius of 75 miles of MCCDC, call collect to MCCDC, Dispatcher, Motor Transport Operations Section, Support Branch, Facilities Division, (703) **640-2254/ 2576** for appropriate instructions.

b. Beyond a radius of 75 miles of MCCDC:

(1) The use of a GSA Credit Card for the purpose of repairing a vehicle with a breakdown outside the 75 mile radius is authorized for emergency repairs and is limited to: replacement of tires, spark plugs, fan, and/or generator belts.

(2) If the repair exceeds this limit all steps should be made to try and bring the vehicle to the nearest military base for proper repair **if at all possible**.

(3) If a military installation is not accessible and the repairs cannot be accomplished the driver will contact the nearest garage capable of doing the repairs.

(4) The vehicle operator will then contact the Motor Transport Operations Section, Support Branch, Facilities Division, and explain the situation. The following information should be given:

- (a) Cause of breakdown.
- (b) Estimated cost and repairs.
- (c) Name/address of repair facility.
- (d) Estimated time of repair.
- (e) Authorization to do repairs.

2. Administrative-use motor vehicles will not be recovered except by an administrative use wrecker, and a **towbar** or similar connection will be used. When towing, both vehicles will be completely stopped before they are uncoupled and, if necessary, wheels will be blocked. No person will go between vehicles to uncouple them until it is certain that both vehicles are fully stopped.

3. Guards, flares, lights or flags will be posted to warn operators of other vehicles when a vehicle is halted due to a mechanical breakdown. All passenger-carrying vehicles with a rated capacity of 10 or more passengers and cargo-carrying vehicles of 1 ton or more capacity will be equipped with flares or reflectors and flags when operating off base over public highways.

2017. CONVOYS. Motor vehicle convoys (groups of two or more vehicles) will be operated per **MCO 4643.5** and the following:

1. Off station convoys will use traffic escorts or Roadmasters to guide and protect the column from other traffic that may interface with the column. Traffic control personnel will be obtained from the office of the Provost Marshal. Traffic control personnel will be stationed at automatic signal devices, intersections not controlled by stop signs, narrow bridges, traffic obstructions, and other hazardous locations.

2. Convoys will not enter U.S. Highway Number 1 at the Boswells Corner intersection, Aquia Corner intersection or Russell road exit without traffic control personnel. Convoys will be separated and will not exceed 25 vehicles.
3. For convoys traveling on public highways convoy commanders will space vehicles in the convoys so that commercial traffic is allowed to travel through the column. When traveling through towns or cities, vehicle interval may be shortened to maintain convoy control.
4. Explosives, flammables or hazardous material will not be transported within the convoy, except as authorized by the Commanding General, MCCDC.
5. Convoy commanders are required to obey all traffic regulations, and should always cooperate with civilian personnel and local law enforcement agencies.
6. The distance, in yards, maintained between vehicles traveling in convoys on a military reservation is derived from the speedometer reading (in miles per hour) multiplied by two. When traveling outside military confines, 90 yards between vehicles is the accepted distance.
7. Convoy speed on base will not exceed posted speed limits.
8. Convoys leaving a military reservation will contact the Office of the Provost Marshal and furnish the following information at least 48 hours in advance:
 - a. Time of departure and convoy route.
 - b. Size and number of serials and destination.
 - c. Convoy commander's name, grade, and organization.

2018. UTILIZATION. Utilization goals shall be established by each activity in terms of a productive index, such as miles driven or passengers/tonnage carried, that will allow effective use of equipment. The utilization goals will be included in each GME SOP.

1. Continuous planning, considering past and future usage of GME, so as to get the best usage of GME with the least cost, is necessary.
2. The Head, Support Branch, Facilities Division, will establish minimum use standards, with required utilization rates on all GME assigned to MCCDC. Utilization goals are established in Appendix F.
3. Activity heads will submit monthly mileage reports to the Motor Transport Operations Officer, Support Branch, Facilities Division. The mileage report, shown in Appendix G, will list each vehicle's odometer reading at the end of the reporting period. Activity heads will review and sign their monthly mileage report prior to submission.

4. The monthly mileage report, MCCDC Form **4641/1**, Vehicle Mileage/Hours Report (Appendix A), will be submitted no later than close of business on the 20th day of each month. If the 20th is on a weekend or holiday the report is due the last working day prior to the 20th.

5. When adequate utilization goals are not being met, GME may be reassigned to a unit which would better utilize the equipment. Reassignment will be made by the GME Fleet Manager.

6. An annual utilization review of equipment will be conducted by the Head, Support Branch, Facilities Division, in order to adjust T/E requirements within the command.

2019. ROTATION FOR BALANCED UTILIZATION. While a periodic utilization report may show a favorable average miles per vehicle, per year, for a group of vehicles serving justifiable assignments, this average may be disguising some low mileage on vehicles of the same type. Standards set forth in **MCO** 11240.106 requires age and mileage accumulations to be in close proximity. Thus some vehicles are disposed of with very high mileage and low age, while others of the same type are kept far beyond the age standard because of low mileage, which in both cases may cause unnecessary maintenance costs. The answer is rotation. The GME Fleet Manager will exchange GME, periodically, between high and low mileage activities to balance age and mileage accumulations. This will be done on an as-needed basis.

2020. OPERATOR LICENSING. Government licenses aboard MCCDC will be issued per **MCO** 11240.66, MCCDCO 11240.2, and current Marine Corps directives. All command policies/procedures on the licensing of equipment are set by Base Licensing.

2021. GOVERNMENT TRANSPORTATION IN THE NATIONAL CAPITAL REGION

1. General Information. The use of government transportation shall be restricted to official purposes only. When questions arise concerning the official use of a vehicle, they shall be resolved in favor of strict compliance with statutory provisions and policies governing appropriate directives.

2. Methods of Transportation to be Utilized

- a. **DoD** scheduled bus service.
- b. Scheduled public transportation (Metrorail or Metrobus).
- c. Use of privately owned vehicles on a reimbursable basis.

d. Taxicab on a reimbursable basis.

e. **DoD** motor vehicles.

3. Transsортation in the National Capitol Resion

a. The use of government transportation in the National Capital Region shall be restricted to the assigned mission.

b. The use of government transportation to, from, or between locations by government personnel, members of their families, or others for private businesses is prohibited.

c. Government transportation shall not be used for personal convenience.

d. The use of government transportation to and from work, or social functions, is also prohibited.

e. When government transportation is assigned the operator will follow and comply with all federal and state regulations as may be applicable to that area.

f. Operators with questions about a situation shall contact the Motor Transport Officer, Support Branch, Facilities Division.

SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 3

OPERATIONS/REGULATIONS

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SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 3

OPERATIONS/REGULATIONS

3000. GENERAL INFORMATION

1. All required motor transport reports and vehicle usage with regards to operating regulations shall be coordinated with the Head, Support Branch, Facilities Division.
2. Directives that may be published throughout the course of operational functions within the section will be routed through the Head, Support Branch, Facilities Division, and will be channeled through all appropriate sections.
3. The Marine Corps Combat Development Command (MCCDC) Driver Training Section, Facilities Division, will ensure that all untrained military personnel under the age of 26 complete 8 hours of driver improvement training within 6 months after reporting aboard MCCDC.
4. All personnel who operate Garrison Mobile Equipment (GME) aboard MCCDC must have either an OF 346, U.S. Government Motor Vehicle Operator's Identification Card, or a Basic Motor Vehicle Operator Course Card ("**green card**"). Details on specific requirements are found in MCCDCO 11240.2.
5. The Motor Transport Section Operations Officer, Support Branch, Facilities Division, will screen all Marines coming into the section to ensure they have good driving records.

3001. ROADMASTER

1. General. The MCCDC Roadmaster is a representative of the Head, Support Branch, Facilities Division, and is responsible for the enforcement of all operating and maintenance regulations listed in this Manual. The Roadmaster issues citations to personnel observed violating Virginia and MCCDC traffic regulations while operating GME assigned to MCCDC. The Virginia Vehicle Code applies except as modified by MCCDCO 5560.2. GME will be inspected by the Roadmaster to ensure operator maintenance is being properly performed. This will be accomplished by courtesy visits to **subpools** and establishing check-points at unannounced locations throughout MCCDC.

2. Procedures for Roadmaster Citations

a. When operators are pulled over by the Roadmaster and issued a Roadmaster citation, MCCDC Form **4730/8**, Roadmaster Report, (Appendix A) they are provided with a copy to take back and give to their supervisor. The original will be forwarded to the operator's commanding officer.

b. Corrective action will be initiated by the commanding officer/supervisor.

c. If a reply is requested by the Head, Support Branch, Facilities Division, the organization has 10 calendar days from the date received to respond. If no response has been received, after 10 days the Head, Support Branch, Facilities Division, reserves the right to take action as appropriate.

3. Procedures for Roadmaster Inspection Reports

a. The MCCDC Roadmaster is authorized to deadline any GME that is determined to be unsafe to operate. Upon such determination the item of equipment will be inducted into the appropriate maintenance shop at the earliest opportunity. If necessary, a wrecker will be requested by the Roadmaster to assist in moving the equipment.

b. One copy of the inspection report will be given to the operator and a copy will be forwarded to the responsible officer of the equipment.

c. When discrepancies are found, and the vehicle is not deadlined, the responsible officer will take corrective action and have the vehicle reinspected and released by a Roadmaster at bldg 2013 within two working days from the date of the inspection. Noncompliance will result in the equipment being administratively deadlined by the Head, Support Branch, Facilities Division, until the discrepancies are corrected.

4. The MCCDC Roadmaster has the absolute authority to detain any operator of GME suspected of operating a vehicle in an unsafe manner. The Roadmasters are authorized by the MCCDC Traffic Court to issue DD Form 1408, Armed Forces Traffic Ticket, to operators of government vehicles who violate traffic regulations aboard this Command. Coordination with the Provost Marshal's Office (PMO), Traffic Section, and Court Liaison is required. Operators are given one copy; the original is sent to Court Liaison and one copy is maintained by the Roadmaster.

5. The MCCDC Roadmaster vehicles will be equipped with revolving blue/yellow lights and radar, speed monitoring capabilities.

3002. OPERATOR'S RESPONSIBILITIES

1. Operators of GME have certain responsibilities. Those operators, who do not/cannot operate GME per this Manual and other current directives, will not be allowed to continue to operate GME once they have been identified.

a. Operators of GME are responsible for the safe operation of equipment while it is assigned to them and for the safety of the passengers and cargo.

b. Operators of GME are responsible for the safekeeping and maintenance of all tools and accessories that are assigned to the vehicle/equipment.

c. Operators will keep the trip ticket current and properly filled out while **enroute**.

d. Operators of GME are required to perform first echelon maintenance daily. They must perform a weekly preventive maintenance check, MCCDC Form **4730/7**, Operator's Maintenance (Weekly), (Appendix H) once a week.

e. Clean inside of vehicle/equipment daily. This includes the cab and bed of trucks.

f. Keep outside of vehicle clean. Wash vehicle at least weekly, weather permitting and wax vehicle once per month.

g. Operators will ensure that, at the end of the day, that all after operations checks are completed and will refuel equipment according to the following guidelines:

(1) If equipment has **3/4** of a tank or less, regardless of equipment type.

(2) For sedans, vans, pick-up trucks: if vehicle operated 100 or more miles in one 24-hour period.

(3) For 3 tons and heavier vehicles: if vehicle operated more than 50 miles in one 24-hour period.

h. Operators are required to report any and all discrepancies they cannot correct on the trip ticket and to the appropriate supervisor in charge of the motor pool from which the equipment is dispatched.

1. Military operators will **be** in complete uniform while operating government vehicles/equipment, unless otherwise authorized **by** their superior.

2. **Backing.** All GME operators aboard MCCDC will be issued a Backing Regulation Card, which they will sign and date. Personnel with an OF 346 will attach this card to their license.

a. Whenever equipment is required to back up, the driver will walk completely around the vehicle and ensure that there are no obstructions of any type blocking the equipment.

b. Prior to equipment movement operators will sound the horn to warn nearby personnel and/or equipment that they are backing up.

c. A backing guide will be used when available.

3. Idling. Vehicles will not be left unattended with the engine running at anytime. The engine of a government vehicle will not be operated for a period of longer than three minutes, except in the case of radio controlled taxi, maintenance, and emergency vehicles, as required.

4. Parking. When parking a vehicle the operator will, in addition to setting the handbrake, place the vehicle in low gear, or put the gear shift lever in the "**park**" position. In addition, if parking on a downgrade, the front wheels will be turned sharply towards the curb, and when parking upgrade, the wheels will be turned sharply away from the curb.

5. Attention to Duty. Operators will not eat, smoke, chew tobacco, or drink while operating a government vehicle. Such behavior is not compatible with safe vehicle/equipment operation.

6. Routes of Travel. The operator of an administrative use government vehicle that has been dispatched to a specific destination will proceed by the most direct route.

a. Automotive GME will be operated only on improved roads. Automotive (GME) four wheel drive equipment may be operated in field situations, but should not be operated on tank trails or stream beds, except for emergency situations. Maintenance Branch, Facilities Division; Forestry; Range Control; and Range Maintenance are exempt from this paragraph.

b. No automotive GME will travel in restricted areas, or areas so designated aboard MCCDC.

c. Operators of GME will avoid driving through the town of **Quantico**, unless absolutely necessary. The Martin Street underpass should **be** used in order to operationally circumvent this restriction.

7. Keys. At no time will keys be left in GME when the equipment is unattended. All keys will be turned in to the dispatcher prior to the operator leaving the motor pool area.

3003. SPEED LIMITS

1. General Information. Speed of all GME will conform to posted limits on base. Where speed limits are not posted, local rules will **apply**. Off-base limits are posted and enforced by state and local laws.

a. Under no circumstances will a vehicle/equipment be operated at a speed which will damage the vehicles/equipment or endanger the safety of persons or property. Operators will take into account factors such as traffic, road surfaces, weather conditions and width of the roadway, and will adjust equipment speed accordingly.

b. Speed limits of 10 miles per hour (mph) in all parking lots will be strictly adhered to, unless otherwise posted.

c. Troops in formation have the right of way. Maximum speed while passing troops is 10 mph.

d. The speed limit in all housing areas, bachelor enlisted quarters areas, and unpaved roads will not exceed 15 mph.

e. The speed limit in school zones is 25 mph, when school is in session.

3004. MATERIALS HANDLING EQUIPMENT (MHE) OPERATION

1. Operators of **MHE** will comply with all traffic regulations as set forth in current regulations.

2. Forklifts will slow down at all cross aisles and other passage-ways. When entering or leaving warehouses, etc., the operator will come to a complete stop at the entrance, sound horn, and proceed only when the way is clear. These vehicles will be operated in a safe and prudent manner at all times.

3. Forklifts will be operated only by duly authorized operators who are specifically licensed for each particular type of equipment.

4. MHE will not be used for personnel transportation. No workman, other than the operator, will ride on any industrial MHE unless a permanent seat is provided.

5. The operator of a piece of equipment is responsible for all cargo being moved by the equipment. The operator will inspect and secure all questionable loads and should refuse to transport unsafe or unlawful loads unless ordered, in writing, to do otherwise by the supervisor, civilian or military.

6. No forklift or other **MHE** will be equipped with a steering knob or extension to gear-shifting levers.

7. Operators will not attempt to fix or adjust any mechanical part of MHE. Operators will perform first echelon maintenance only.

8. Operators of **MHE** will face in the direction of travel. All loads will be carried in such a manner that the operator's vision is unobstructed in the direction of travel.

9. Forklifts transporting cargo up ramps or other grades will be operated with the load upgrade; carrying cargo downgrade will be done by backing down with the load upgrade. All loads being transported will be carried with the channel tipped back.

10. Operators will never leave MHE unattended while the motor is running.

11. Whenever forklifts are not in operation, the forks will be lowered and rested flat on the ground.

12. Forklifts will never be used for pushing and towing other vehicles/equipment.

13. MHE will be dispatched per appropriate orders.

3005. EMERGENCY VEHICLES. Certain vehicles equipped with special equipment and are considered emergency vehicles. The following activities and their civilian equivalents are authorized to operate emergency vehicles on board MCCDC: Military Police, Fire Department, Crash Crew, Explosive Ordnance Disposal, Naval Medical Clinic, Motor Transport Wreckers (lights only), Range Control, Motor Transport Roadmasters.

1. The vehicles mentioned above will have the right-of-way aboard the base when an emergency situation arises.

2. The operators of these vehicles are subject to all traffic regulations aboard the base when not involved in an emergency situation.

3. Emergency vehicles may violate traffic regulations in the case where a life is in danger, however, this situation must also take into consideration others and their safety. At no time will any operator endanger the lives of others in the event of an emergency. The operator is not relieved of responsibilities because of an emergency.

3006. PASSENGER AND CARGO RESTRICTIONS. MCO 4643.5 has directed strict compliance by Marine Corps personnel with highway regulations as established by state/municipal authorities, and outlines the responsibility for personnel and loading of cargo.

1. Administrative use of government vehicles, regardless of type and capacity, will comply with passenger capacity and loading requirements as set forth in appropriate orders.

2. Buses may be permitted to exceed the capacity of personnel depending on the situation, but must be within safety limitations.

a. At no time will bus weight allowances be exceeded.

b. Only the Motor Transport Officer, Support Branch, Facilities Division, may permit some of the personnel capacities to be exceeded on buses.

3. Vehicles being used to transport personnel will be equipped with side rails and seating facilities, as appropriate.

4. No person will be allowed to ride on the tailgate or side rails.
5. No person will be allowed to ride in any vehicle in such a manner that causes or allows any body part to protrude outside the vehicle.
6. Vehicles transporting personnel will assign the senior in rank the responsibility to ensure that all regulations are obeyed and that the driver has been given complete cooperation by all personnel aboard that vehicle before and during vehicle movement.
7. Personnel will not be transported on stake trailers.
8. Personnel will not be transported in the beds of dump trucks.
9. Two-wheel, commercial type trailers will be towed by a commercial type vehicle of the same size or larger at all times.
10. Civilian personnel, except authorized government employees, are prohibited from traveling in government vehicles unless authorized by the Head, Support Branch, Facilities Division.
11. The use of Miller Buses, (Cattle Cars) for the purpose of transporting personnel off base is strictly prohibited with the exception of TBS transporting personnel to and from Range 5, Range 6, Range 7 and Range 8 via use of Route 610.

3007. TRANSPORTATION OF HAZARDOUS MATERIAL. Transporting hazardous cargo by GME will be per instructions and procedures contained in CFR 49, NAVSEA OP 2239, MCO 8020.1, and the Interstate Commerce Commission revised safety regulations as they apply.

1. Operators of explosive or hazardous material are required to meet physical standards established by the Federal Highway Administration and the Motor Carrier Safety Regulations.
2. Said operators will have a valid medical certificate on their person at **all** times and a copy will be on file at the Command Safety Office.
3. Operators transporting hazardous cargo, ammunition or explosives aboard the command must be at least 18 years old.
4. Personnel transporting hazardous cargo outside the limits of a military reservation must be at least 21 years old.
5. Operators who transport chemicals, explosives or ammunition will be instructed as to the hazards of transporting these types of materials and will be fully qualified as required by NAVSEA OP 2239. Section heads will ensure that operators comply with all safety regulations.

6. No person other than the operator, and assigned assistant operator, will be in the vehicle when in operation.
7. Vehicles assigned runs with explosives, or with other dangerous materials, will be clearly marked per NAVSEA OP 2239 and other regulations that might apply.
8. All vehicles assigned to transport hazardous material will be inspected to ensure compliance with all safety standards. This inspection will be conducted every time the vehicle is used to transport hazardous material.
9. An ammunition technician will be assigned to all ammunition runs. The unit requesting vehicle support will provide the technician.
10. Vehicles identified for hazardous material runs will not be overloaded at any time, regardless of circumstances.
11. Ammunition or hazardous material placed in a vehicle will be encased in wooden or fiberglass containers.
12. At no time will a vehicle transporting hazardous material be left unattended, regardless of the situation.

3008. ILLEGAL/UNAUTHORIZED SUBSTANCES

1. General Information. No person shall operate GME while under the influence of any of the following:
 - a. Any type of narcotics or any derivative thereof.
 - b. Any amphetamine or any formulation thereof, including, but not limited to **"pep pills"** and **"bennies."**
 - c. Any other substance that would hinder safe operation of a government vehicle.
2. Medications administered by a physical will be checked to ensure they do not affect driving abilities.
3. Operation of GME while the driver is under the influence of alcohol is prohibited.
 - a. Operators will not consume alcoholic beverages while operating GME.
 - b. Operators will not consume alcoholic beverages for at least eight hours prior to operating any GME.

3009. AWARENESS

1. All operators will be given the opportunity to obtain a minimum of eight hours of sleep prior to **operating GME.**
2. Operators going on long trips will operate a vehicle no more than 10 consecutive hours, at which point the operator will be given the opportunity to obtain a minimum of 8 hours of sleep prior to operating a vehicle again.
3. Operators may operate equipment more often and on less sleep only under emergency or adverse conditions. Note that even under extreme conditions safety is still a factor on how many hours a operator should be on the road.

SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 4

PROCUREMENT

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SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 4

PROCUREMENT

4000. GENERAL INFORMATION

1. A major objective of the Garrison Mobile Equipment (GME) Program is to achieve the optimum relationship between equipment investment costs while maximizing productive use of essential task suited equipment. Headquarters Marine Corps (HQMC) will fund for equipment that is centrally managed. Allowances represent not only authorizations to hold equipment, but serve as a procurement goal. The total number of GME assets, to include government-owned or long-term leased aboard the Marine Corps Combat Development Command (MCCDC) may not exceed allowances established by HQMC.

2. All requests for the procurement or information concerning the procurement of GME will be addressed to the MCCDC GME Fleet Manager.

4001. BUDGETING. The Commandant of the Marine Corps (CMC) (LFS-2) budgets procurement funds for the purchasing of all GME. Budgeting is determined by three factors: allowances, on-hand inventory, and projected retirement year.

4002. PROCUREMENT CYCLES

1. The annual procurement cycles are as follows:

a. October - Inventory reports and fiscal year scheduled types of **procurement** sent to the field in the annual GME inventory audit.

b. November - Inventory updates from annual GME inventory audits received at HQMC along with past fiscal year data.

c. December-March - Procurement projects for next fiscal year.

d. March - Projected procurements for next fiscal year sent to the field.

e. April - Priorities and acquisition data for next type of **procurement** received at HQMC from the field.

f. June-October - Procurement work orders, military interdepartmental purchase requests, and allotments prepared for next fiscal year.

2. Activity heads can extend the life of a piece of equipment by requesting to the GME Fleet Manager for a change in the projected retirement year. Projected procurement letters, which identify all equipment tentatively scheduled for replacement during the next fiscal

year, is sent annually to MCCDC for review. The response to this letter should include projected retirement date changes, specifications on specialized equipment and a priority designator for each item listed.

4003. PROCUREMENT METHODS. Procurement is the primary method for receiving equipment. HQMC consolidates Marine Corps acquisition requirements with Department of Defense (DoD) requirements. Types of procurement are:

1. Central Procurement. This method is preferred by HQMC due to the cost savings that usually can be initiated.
2. Decentralized Procurement. Used when timeliness outweighs cost saving associated with central procuring, or where advantages are to be gained from local procurement. When funds are allotted it is imperative that the contract be obtained as soon as possible consistent with good contracting practices. A report of fiscal year allotment status for procurement of GME will be submitted to the CMC (LFS-2) no later than 30 June each year.

4004. ALLOWANCES

1. The number of GME an activity or command will be limited to will be the minimum required to provide essential services under normal conditions. Peak loads and other unusual requirements will be met by borrowing assets from other activities, governmental agencies, and hiring from General Services Administration (GSA) or commercial sources.
2. Requests for modification of allowances will be sent to the Head, Support Branch, Facilities Division. The requests will include the following:
 - a. Table of Equipment (T/E) number
 - b. Equipment code
 - c. Current allowance
 - d. Requested allowance
 - e. Justification - which addresses the entire allowance and shows why the current allowance is inadequate to meet needs.
 - f. Any other equipment allowance affected.

4005. SEDAN AUTHORIZATION. Limited to type II, compact sedans, except for the CMC and those positions authorized by the CMC (LFS-2)

4006. USED EQUIPMENT

1. The procurement of used equipment that is in serviceable condition is a good alternative method of filling GME requirements.
2. When the GME Fleet Manager finds a used serviceable piece of equipment that will fill his requirements he will notify the CMC (LFS-2) in writing. The letter should contain a full description of the equipment, approximate cost, and information regarding the equipment to be replaced and allowances affected.
3. If the procurement is approved by HQMC, they will send down appropriate funding and a waiver which will give authorization to locally procure the item.
4. This is not to be considered a primary source to fill T/E deficiencies.

SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 5

LEASING

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SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 5

LEASING

5000. GENERAL INFORMATION. Leasing of Garrison Mobile Equipment (GME) shall be accomplished per the policy set forth in the Federal Acquisition Regulation and current directives.

5001. REQUEST FOR LEASED EQUIPMENT

1. Short-Term. A short-term lease is 60 days or less. This type of lease is not renewable and requires the written approval of the Commanding General, Marine Corps Combat Development Command (MCCDC). Satisfying unscheduled and nonrecurring requirements where government owned vehicles (**GOV's**) are not available or economical to use to meet operational demands may be a reason to use a short-term lease.
2. Long-Term. The long-term lease is longer than 60 days and requires approval from the Commandant of the Marine Corps (CMC) (LFS-2). The activity must have a Table of Equipment (T/E) allowance for leased equipment, a T/E deficiency in GME, or an expected need for a specific period of time. Another consideration that must be identified is the cost advantage of leasing. The GME Fleet Manager's approach should be in line with cost effectiveness and if leasing will save money in the long run.

5002. ADMINISTRATION OF LEASED EQUIPMENT

1. When vehicles are leased through normal channels insurance coverage and other types of warranties should be in effect upon receiving this equipment. Assigned contractors for the Command should insure all administrative paperwork is current with the lease that is assigned with the vehicle.
2. Leased equipment will be operated in the same manner as prescribed Marine Corps-owned equipment unless it is otherwise specified in the contract.
3. The contractor will perform all maintenance on the vehicle unless it is determined that it is more economical for the Marine Corps to perform the maintenance.
4. Local commanders will budget operation and maintenance funds for the leasing of equipment per **MCO P7100.8.**
5. Sedan size limitations of Marine Corps-owned vehicles apply when leasing equipment.

5003. MARKING LEASED EQUIPMENT. All Marine Corps equipment that is leased for 60 days or more will be marked unless specifically identified by the CMC. When marking equipment the following rules will apply:

1. Marking must be in agreement between the furnishing agency and the government contractors.
2. Equipment will be marked in the same manner as Marine Corps equipment.
3. Registration numbers will not be used.
4. Magnetic or other types of easily removable marking will be used so as to preclude added cost to the vehicle upon removal.

5004. LONG-TERM LEASE REPORT. A long-term lease report will be submitted to the CMC (LFS-2) by the GME Fleet Manager in letter format, by 31 October of each year. The appropriate information will be provided per figure 4-1 of **MCO P11240.106.**

SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 6

SAFETY, ACCIDENT PREVENTION AND REPORTING

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SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 6

SAFETY, ACCIDENT PREVENTION AND REPORTING

6000. GENERAL INFORMATION

1. Accidents involving Garrison Mobile Equipment (GME) impose an alarming drain on the Marine Corps Combat Development Command (MCCDC) resources. To reduce loss, an aggressive and continuing safety program will be conducted.
2. MCCDC will emphasize equipment accident prevention programs which will stimulate safety consciousness. Accident prevention programs at all levels will include the following:
 - a. Equipment safety education and orientation, and observance of recognized safety practices.
 - b. Periodic equipment safety inspections.
 - c. Reporting, investigation, and analysis of equipment accidents.
 - d. Appropriate action against offenders.
3. Supervisors will ensure that operators are familiar with civil and Marine Corps regulations, laws, and rules within their area of operation.

6001. ACCIDENTS

1. Prior to operation of GME, operators shall ensure that a SF 91, Operator's Report of Motor Vehicle Accident, is available and carried in the vehicle/equipment.
2. In the event of an accident involving GME, the following actions will be taken:
 - a. The vehicle\equipment will be stopped immediately and assistance rendered if at all possible. Seriously injured personnel will not be moved unless absolutely essential for their protection.
 - b. No vehicles/equipment will be moved unless directed to do so by competent military or civilian police authority.
 - c. Precautions will be taken to reduce another accident from happening by placing flares and other safety devices around the site of the accident.
 - d. The Accident Investigation Unit (AIU), Provost Marshal's Office, MCCDC (640-2695/2194) and the Motor Transport Officer (2900/2903) will be notified immediately.

e. For accidents occurring off base, notify the nearest law enforcement agency and appropriate military officials nearest to the accident site.

f. Complete Standard Form (SF) 91, Operator's Report of Motor Vehicle Accident. In the event of injury to the operator of the government equipment in an accident, any member of the armed forces who is present and was a witness to the accident should comply with the accident procedures set forth above by filling out the SF 91 for the operator.

g. Note on the trip ticket that the vehicle/equipment was involved in an accident.

h. If the accident involves a Privately Owned Vehicle (POV) do not make an official statement. Ensure that a DD Form 518, Accident Identification Card, is filled out and give to the operator of the **POV**.

i. Ensure the vehicle, the completed SF 91 and a copy of the trip ticket is turned into the Incoming Inspector, Motor Transport Maintenance Section, bldg 2013, without delay.

3. It is the operator's responsibility to-report any accident he/she is involved in. Failure to do so may result in official action, such as nonjudicial punishment (NJP) for military personnel or equivalent action for civilian personnel.

4. The AIU will normally investigate accidents involving GME that occur within a 25 mile radius of MCCDC. They will also investigate accidents which result in serious damage to GME and/or serious injury to personnel at further distances.

6002. INVESTIGATIONS AND REPORTING OF ACCIDENTS

1. Accidents involving GME create a serious drain on equipment availability. Certain accidents must be investigated, i.e., those involving injury to personnel, vehicle damage exceeding \$2,000, accidents where a claim against the government is a possibility.

2. When an item of GME is involved in an accident the GME Fleet Manager will investigate the accident using the guidelines set forth in **MCO P4400.105** and **MCCDCO P4400.1**. The GME Fleet Manager will recommend whether a formal or informal investigation is warranted. If it is determined that an investigation is warranted, the responsible officer of the unit that owns the equipment will be notified and given the following information:

a. USMC Registration Number.

b. Vehicle Code, i.e., G0303.

- c. Plant Account Number.
- d. Vehicle operator.
- e. Accident date.
- f. Damage cost estimate.
- g. Cost repair expenditure limit.

3. The owning unit of the equipment will in turn, return in writing a reply to the Head, Support Branch, Facilities Division, as to whether or not there will be an investigation. If an investigation is not done, then the responsible officer will come to the Motor Transport Maintenance Section, Facilities Division, bldg 2013, and sign the Shop Repair Order (SRO), releasing the equipment from investigation.

4. When an investigation is going to be conducted, the investigating officer is responsible, upon completion of the investigation, to sign the SRO releasing the equipment from investigation. The investigating officer may release the equipment earlier if it is determined that holding the equipment up from being repaired will serve no purpose in the investigation.

5. The guidelines set forth in **MCO P4400.105**, **MCCDCO P4400.1** and the JAG Manual are to be used in making decisions whether a command will complete a JAG investigation.

6. At the discretion of the Head, Support Branch, Facilities Division, a SF **91A**, Investigation Report of Motor Vehicle Accident, may be used instead of an informal JAG Manual Investigation when:

- a. There was no death or injury.
- b. The total property damage did not exceed \$2,000.
- c. There was no claim against the government.

7. Investigative action is usually not required if the individual accepts responsibility for his or her actions and voluntarily offers to reimburse the government. This decision is at the discretion of the commanding officer.

6003. FIRE EXTINGUISHERS. Fire extinguishers located on or around GME will be checked weekly to ensure powder has not hardened and inspected yearly to ensure that extinguishers work properly. The following GME will be equipped with fire extinguishers:

- 1. Buses and other vehicles carrying more than 10 passengers.
- 2. Ambulances/police vehicles/fire trucks/emergency vehicles.

3. Vehicles carrying explosives, compressed gas, fuels and any type of combustible materials. These vehicles will carry two, 10 lb fire extinguishers, containing potassium bicarbonate type powder (Purple-K-Powder).

6004. SEATBELTS. The wearing of seatbelts aboard MCCDC is mandatory for all personnel, operating or riding in a government owned vehicle/equipment equipped with seatbelts. The operator of the vehicle/equipment is responsible for ensuring that seatbelts are fastened before and during any movement of the equipment.

6005. FUELING VEHICLES

1. GME will not be fueled in a closed building.
2. Operators will turn off engine, lights, and radios while refueling their vehicle/equipment.
3. When refueling a vehicle/equipment, smoking and/or the lighting of matches or lighters is prohibited.
4. All passengers will disembark from vehicles prior to fueling.

SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 7

REGISTRATION, IDENTIFICATION, AND MARKING

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SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 7

REGISTRATION, IDENTIFICATION, AND MARKING

7000. REGISTRATION NUMBER ASSIGNMENT

1. When Garrison Mobile Equipment (GME) is assigned to an organization aboard the Marine Corps Combat Development Command (MCCDC), a permanent identification number will be assigned to that equipment. The following guidelines will apply:

a. Vehicle registration numbers are assigned for the life of the vehicle.

b. When it becomes necessary to dispose of a piece of equipment, the Commandant of the Marine Corps (CMC) (LFS-2) will be notified and appropriate action taken per **MCO P11240.106**.

c. No registration number will be transferred from one vehicle to another.

2. There are two standard types of GME registration numbers. One type is assigned to all GME held against the MCCDC Table of Equipment (T/E) allowance. This is the standard six-digit number. The second is registration numbers assigned with an "x" in the middle which are assigned to all equipment held by non-T/E activities for the command, i.e., Morale, Welfare, and Recreation vehicles.

3. Low cost or short life expectancy equipment funded for GME but not centrally managed will not be assigned a registration number.

4. If tactical vehicles are assigned to the GME fleet and the vehicle is used to fill a temporary T/E deficiency, the equipment will be reported using the tactical registration number.

5. When equipment is reassigned it must be reported to the CMC (LFS-2) to ensure that their files are updated.

6. Registration numbers will normally be applied by the manufacturer, along with Marine Corps identification and the legend "**FOR OFFICIAL USE ONLY**." If the numbers are not on the new piece of equipment when received, the owning unit will apply the appropriate information.

7001. PAINTING. Equipment will be repainted only when there is inadequate protection afforded against rust or corrosion. Painting will not be done solely to improve the appearance of equipment, nor just to change the color or gloss of equipment. Material handling and engineer equipment will be painted per Federal Standard 895, yellow 13538.

7002. IDENTIFICATION MARKING FOR AUTOMOTIVE EQUIPMENT**1. Location of Markings****a. Side Markings**

(1) Passenger cars, station wagons, ambulances, carryalls, firetrucks, and truck tractors: Centered on each front door or in a comparable position in relation to the driver's seat on vehicles without doors.

(2) Buses: On the two panels just below the windows to the rear of the entrance door on one side, and to the rear of the driver's compartment on the other side.

(3) Trailers and Semitrailers: Centered on each side on the front quarter of the vehicle.

(4) Scooters: Located on appropriate surfaces.

b. Rear Markings. Only the United States Marine Corps (USMC) identification and registration number will be displayed.

2. Size, Space, and Style of Markings. Gothic style letters and numerals will be used. Letter and number heights will be 1 1/2 inches except for "Official Use **Only**" which will be 3/4 inch. Line spacing will be 1 1/2 inches between lines.

3. Pressure Sensitive Marking Materials. All identification markings used on GME **onboard** MCCDC may be applied through the use of pressure sensitive type markers.

7003. IDENTIFICATION MARKING FOR MATERIAL HANDLING GME (MHE)

1. Each item will be identified on each side and rear, using 1 1/2 inch letters and numbers.

2. Identification for the rear of the vehicle will be done with both the letters "**USMC**" and numerals on the same line. Letters and numbers will be closely spaced, but groups of numbers will be separated from groups of letters (e.g., USMC **285431**).

3. Identification markings will be located where they can be easily seen and in a manner to present a neat and balanced appearance. Equipment of the same type, size, and design will be marked in the same places.

4. Identification markings will be applied using black paint (No. 17038) when stenciling on markings. Pressure sensitive markings will be per military specifications MIL-M-43719. Markings will not be wholly or partially obscured by any attachment.

7004. IDENTIFICATION MARKING FOR ENGINEER GME

1. Registration numbers for equipment will consist of the letters **"USMC"** and a series of numbers for identification. Markings will be three inch capital letters and numbers.
2. If registration numbers have not been applied prior to delivery, they shall be applied at Construction Equipment Repair (CER) prior to piece of equipment being operated. Markings shall be applied as in paragraph 7003.

7005. MARKING EXEMPTIONS

1. Motor vehicles used for intelligence and investigations, which are required to be unidentified are exempt from identification requirements only upon written request from the owning unit to the Commanding General, MCCDC (C 043).
2. No other symbols, markings, and accessories are authorized on GME assigned to MCCDC without the written authorization of the GME Fleet Manager.

SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 8

MAINTENANCE MANAGEMENT

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SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 8

MAINTENANCE MANAGEMENT

8000. GENERAL INFORMATION

1. An efficient, well planned, and economical program for inspection, services, adjustment, and lubrication of Garrison Mobile Equipment (GME) shall be established by the GME Fleet Manager. This program should be designed to provide optimum maintenance at the greatest cost effectiveness. Maintenance programs established shall be based on the performance of only that maintenance essential to maintain equipment, during normal life expectancy, in a safe and serviceable condition and in an acceptable appearance.

2. The following guidance shall be used in establishing a maintenance program:

a. The operator's skill, care, attitude, and pride are of primary importance in prolonging the life of equipment. It is the operator's responsibility to ensure that equipment is in a safe and serviceable operating condition. This can be accomplished by doing weekly preventive maintenance (PM) checks, simple operational checks, and properly reporting deficiencies to the appropriate supervisor.

b. Scheduled maintenance services should be set up on the basis of hour/mileage, manufacturer's standards, recommendations and experience. Other criteria is operating requirements, climate, terrain, and age of equipment.

c. The using unit will submit all vehicle/equipment for scheduled maintenance and corrective maintenance on a timely basis.

3. When the term "Maintenance **Chief**" is used in this Manual it will refer to not only the Motor Transport Maintenance Chief, Facilities Division, but also to the NCOIC, Construction Equipment Repair (CER).

8001. MAINTENANCE CHIEF

1. The following guidelines are provided for the Maintenance Chief:

a. The Maintenance Chief is directly responsible to the Head, Support Branch, Facilities Division, for accomplishment of preventive/corrective maintenance (second through fourth), and modifications performed on the Marine Corps Combat Development Command (MCCDC) GME. The Maintenance Chief is also responsible for the upkeep of appropriate documents and publications.

b. When GME is inspected by a Support Branch maintenance inspector and it is found that the equipment is not being properly maintained, it will be reported, in writing, **to the** commanding

officer or officer in charge of the activity via the Head, Support Branch, Facilities Division, of the assigned equipment. If the equipment is found to be in an unsafe operating condition, or that further operation will cause additional damage, the equipment will be dead-lined immediately and retained by the appropriate maintenance section until corrective action can be taken.

8002. MAINTENANCE CATEGORIES

1. Operator Maintenance. Operator maintenance is defined as the maintenance performed by the user or operator. When performed properly it provides the proper care, use, operation, cleaning, minor repairs/adjustments, and minor parts replacement needed to ensure safe and proper vehicle operation. Operator maintenance is also commonly referred to as first echelon maintenance. The equipment operator is the most important single factor in operators maintenance. All operator's maintenance will be performed by operators/users of all MCCDC GME. Sample motor vehicle and engineer equipment checklists are in Appendix H, MCCDC Form **4730/7**, Operator's Maintenance (Weekly) and I, NAVMC Form 10523 Back, Engineer Equipment Operational Record.

2. Safety Inspection. Equipment shall receive safety inspections at intervals not to exceed 12 months. This is to comply with Virginia State laws and regulations. A shorter interval may be used if required by manufacturer specifications. If deficiencies are detected, the equipment is deadlined until corrected. Completion of annual safety inspections will be recorded on Shop Repair Orders (**SRO's**). This inspection does not incorporate requirements due for load testing.

3. Corrective Maintenance (CM). CM is the total of the maintenance performed, as a result of inspections, to restore an item of equipment to serviceable condition. It terminates when the item is restored to serviceable condition or declared not repairable.

4. scheduled Maintenance (SM)

a. SM is maintenance performed to keep GME in serviceable condition. A systematic SM program of inspecting, cleaning, servicing, lubricating, and adjusting is the key to equipment readiness. This program is used to help prevent early breakdowns or failure, thus helping to prevent costly and complex repairs. SM is often referred to as PM.

b. Vehicle inspection and servicing during any manufacturer's warranty period will conform to manufacturer's specifications. After the warranty period expires, the manufacturer's recommended inspection interval will continue to be used. All checks should continue as indicated by the manufacturer. If there are no intervals prescribed by the manufacturer the scheduled services will be performed every 12

months or 6,000 miles for automotive equipment and every 12 months or 520 hours for materials handling equipment (MHE) and engineer equipment. Maintenance intervals may be shortened but only by the GME Fleet Manager.

c. The Motor Transport Maintenance Chief, Facilities Division, will schedule preventive maintenance of all vehicles/MHE for MCCDC, and will notify, in writing, all using activities as to when GME is to be delivered to the maintenance facility.

d. The engineer equipment officer in charge (OIC) will schedule preventive maintenance on all engineer equipment assigned to the unit.

8003. MAINTENANCE PROCEDURES

1. Induction. Equipment owners identifying a vehicle malfunction or defect requiring supporting maintenance action will deliver the equipment to the proper maintenance section. If the equipment can not be driven to maintenance, the equipment owner will notify the maintenance facility to arrange for pick up of the equipment.

a. ALL first echelon maintenance will be performed prior to GME being accepted into the maintenance repair shop. Exceptions will be authorized by the Maintenance Chief, Facilities Division, only. The operator will stay with the vehicle until it is accepted.

b. If the equipment is to be inducted into maintenance a SRO will be opened. The using unit will retain the yellow copy of the SRO as a receipt.

c. A Limited Technical Inspection (LTI) NAVMC 10284, Limited Technical Inspection (LTI) Motor Transport, for **vehicle/MHE** and a NAVMC 10560, Worksheet for Quarterly Preventive Maintenance and Technical Inspection for Engineer Equipment, for engineer equipment will be performed upon the receipt of new equipment, the disposal of equipment or upon request for an accident investigation.

d. If, when the LTI is performed, it is determined that a vehicle needs to be disposed of because of age, high mileage or cost, the Head, Support Branch, Facilities Division, will make the final determination.

e. Equipment that comes in with accident damage will be accompanied by a copy of the operator's trip ticket and a SF 91 or a letter from the owning unit, explaining why no investigation is pending. A LTI will be performed and photographs will be taken. If the damage is within the Judge Advocate General (JAG) Manual guidelines, the Head, Support Branch, Facilities Division, will recommend an investigation. The equipment will be released for further repairs when the investigating officer has obtained all necessary information for the investigation or the Head, Support Branch, Facilities Division, authorizes **it's** release.

2. Active Maintenance. While equipment is in the maintenance cycle, it is the responsibility of the Maintenance Chief, Facilities Division. Performance of required scheduled maintenance will be accomplished prior to the equipment being returned to the using unit.

3. Return Procedures. Equipment owners will be notified when maintenance work is completed and equipment is ready for pick up. Personnel coming to pick up equipment must produce the yellow copy of the SRO to the Production Control Section before they will **be** allowed to sign for equipment. They will also be required to sign the white copy of the SRO for MTM and the green copy for CER. Personnel picking up equipment should completely check over equipment to ensure work was completed as required.

8004. MODIFICATIONS

1. Temporary modification of GME may be authorized on an **"as required basis,"** to specially adapt equipment to perform particular tasks. Some examples are: installation of auxiliary lights, mobile radios, and plow brackets. No vehicle modifications will be performed without the approval of the Head, Support Branch, Facilities Division.

2. Requests for approval of modifications to fire fighting and crash, fire, and rescue (CFR) equipment, and major modifications that change the equipment code will be submitted to the Commandant of the Marine Corps (LFS-2).

3. All modifications will be recorded on an SRO and maintained in NAVMC **696D**, Motor Vehicle and Engineer Record Folder.

8005. MAINTENANCE RESTRICTIONS ON PRIVATELY-OWNED VEHICLES. Use of Marine Corps maintenance facilities to repair, service or manufacture any parts, accessories, vehicles, or vehicle units is strictly prohibited. The use of government owned vehicles, tools, parts, or motorized equipment to repair private property is unauthorized.

8006. PUBLICATIONS. **Subpool** and GME maintenance activities will establish a publications control system per **MCO P4790.2.**

8007. WINTERIZATION OF EQUIPMENT. The Head, Support Branch, Facilities Division is responsible for the winterization of all GME listed in the Table of Equipment (T/E) for MCCDC.

1. Prior to the advent of cold weather, and no later than 1 October, annually, for engineer equipment and biannually for all other vehicles/equipment. Using units and **subpools** will have their equipment checked by the appropriate maintenance section to ensure that equipment can operate under such freezing conditions as may be experienced at this Command.

2. All equipment will be winterized to withstand temperatures as low as -20 degrees Fahrenheit. Each piece of equipment will have a tag attached to the radiator filler cap indicating the date winterized, the individual's initials that performed the maintenance and the temperature the solution will withstand before freezing.

8008. ROAD TESTING VEHICLES. A vehicle being road tested will have a road test sign clearly displayed in the front windshield of the vehicle at all times.

8009. TIRES

1. New tires will be used on the following equipment:

a. Passenger carrying equipment:

- (1) Buses
- (2) Vans
- (3) Sedans
- (4) Passenger trailers

b. Special purpose equipment:

- (1) Firetrucks
- (2) Ambulances
- (3) Truck tractors

2. Reconditioned tires may be used on equipment not previously identified.

8010. EQUIPMENT MISUSE OR ABUSE

1. Evidence of vehicle misuse or abuse, which is not the result of reasonable or expected wear and tear, defective workmanship or failure to perform preventive maintenance will be investigated by the Head, Support Branch, Facilities Division. A written report of such findings will be submitted to the commander of the using activity. A reply of the appropriate action taken will be forwarded to the Head, Support Branch, Facilities Division, and retained for record purposes.

2. The most common causes of equipment misuse or abuse are listed:

- a. Excessive speed.
- b. Use in unauthorized areas.

- c. Improper use of controls.
 - d. Racing or overloading engine prior to engine having reached the normal operating temperature.
 - e. Loading beyond rated capacity and improper placement of load.
 - f. Lack of lubrication or use of improper lubricants.
 - g. Failure to perform scheduled preventive maintenance.
 - h. Deferring scheduled maintenance.
 - i. Inadequate driver training.
 - j. Continued operation of a malfunctioning vehicle.
 - k. Lack of proper weekly preventive maintenance.
3. If a case of suspected abuse/misuse is noticed by the Maintenance Chief or mechanics it will be immediately reported to the Head, Support Branch, Facilities Division.

8011. SHOP SAFETY. The following safety precautions will be observed for shop operation:

1. Garages, shops, storage areas and other enclosures used for equipment maintenance and repair will be well ventilated as a precaution against exhaust fumes from engines and space heaters, as well as chemical fumes from petroleum, oils and lubricants (POL), paints, acids, and solvents. Doors, windows, or exhaust systems in garages, shops or **storage** areas, and other enclosures will be opened to allow these fumes to escape.
2. Artificial lights other than electrical lamps will not be used in conjunction with the examination or repair of vehicles/equipment. Artificial lights will have an approved type of protection to prevent accidental breakage of the bulb.
3. Fuel carrying vehicles will be permitted only in specifically designed shops. If the fuel tank or pump system needs maintenance or repairs, the tank must be purged and have a certificate by the Fire Marshal that the trucks are safe to put in the shop.
4. Garages, shops, and parking areas will be thoroughly policed daily. Hazards which could result in personal injury or property damage will be eliminated or reduced to the maximum extent possible.

8012. ENVIRONMENT. Due to environmental issues, this subject should remain a constant concern of MCCDC activities. All sections are required to conform to the Department of Labor's Occupational Safety and Health Administrations (OSHA) Regulations.

8013. MAINTENANCE/REPAIR OF NONAPPROPRIATED FUND VEHICLES.

Maintenance and repair of nonappropriated fund vehicles, i.e., Marine Corps Exchange; Morale, Welfare, and Recreation (MWR); Stables; Wildlife etc., will be performed by MTM or CER on a reimbursable basis. The provisions and requirements of this section will apply to nonappropriated equipment repair/maintenance procedures. Equipment not classified as GME, but requiring repairs/maintenance, may at the discretion of the Head, Support Branch, Facilities Division, be completed by Support Branch personnel. This will be done on a reimbursable basis.

SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 9

INVENTORY MANAGEMENT

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SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 9

INVENTORY MANAGEMENT

GENERAL INFORMATION

1. Equipment is scheduled for procurement based on table of equipment (T/E) allowances and projected retirement years.
2. A centralized Garrison Mobile Equipment (GME) file of pertinent equipment information is maintained by the Commandant of the Marine Corps (CMC) on all active items.
3. The T/E allowances serve **as** a procurement goal and an authorization to maintain equipment.
4. Each item of equipment is assigned a **"G"** TAM control number (equipment code) which is used to describe allowances and categorize the budget.
5. When equipment meets prescribed criteria, it can be disposed of upon receipt of instructions from the CMC (LFS-2).

9001. GME FILE MAINTENANCE

1. When a new item of GME is received at the Marine Corps Combat Development Command (MCCDC), it is reported to the CMC (LFS-2) by forwarding a copy of DD Form 1342, **DoD** Property Record, annotated with the equipment code and registration number. Appropriate data is entered into the GME file via the TELEX machine.
2. Throughout the life of the equipment, the GME file will be updated as necessary. Only the registration number and the information being changed needs to be entered.
3. Utilization data (FY **MI/HR** and total MI/HR) will be submitted annually during the inventory audit. This audit will be conducted on all equipment with an hour meter or odometer only. This report is due in by 1 October each year.
4. The GME file is updated through automated methods to the CMC (LFS-2).
5. The following utilization codes are used for GME:

<u>Code</u>	<u>Description</u>
CA	Class A assignment
CB	Class B assignment

CC	Class C Pool assignment
WD	Awaiting disposal
SP	Special purpose equipment

9002. EQUIPMENT RECEIPT/DISPOSAL PROCEDURES

1. Equipment is eligible for disposal when it meets one of the following criteria:

- a. Exceeds life expectancy in years
- b. Exceeds life expectancy in usage
- c. Exceeds one-time repair limit
- d. Exceeds T/E allowance

2. When an item of equipment meets one of the criteria listed above, disposal instructions are to be requested by the GME Fleet Manager to the CMC (LFS-2). The request should contain a limited technical inspection (LTI) with a cover letter.

3. If an item of equipment meets one of the preceding criteria listed above, but still is in serviceable condition and another activity has need of it, the letter requesting disposal instructions should identify the potential for continued use and request authority to retain the equipment for a specified period.

4. When delivery of an item to the Defense Reutilization and Marketing Office (DRMO) is directed a completed copy of DD Form 1348-1 will be sent to the CMC (LFS-2), by the GME Fleet Manager, to have the item deleted from the GME inventory report.

9003. ONE-TIME REPAIR LIMIT

1. If an item of equipment requires extensive repair, an LTI will be conducted to determine if it is economically feasible to repair.

2. In cases where the repair estimate exceeds the one-time repair limit, disposal instructions or a waiver of the limit will be requested from the CMC (LFS-2). The request will include a completed LTI and a cover letter. When requesting a waiver, the cover letter will provide the justification.

9004. TRANSFER OF GME

1. When GME is transferred from one unit to another aboard **MCCDC** the following steps will be performed by the GME Fleet Manager:

a. A transfer sheet and cover letter will be typed up. The transfer sheet should have the "G" TAM number, USMC number, description, and plant account number, of item/items being transferred.

b. The transfer sheet will be taken to the unit giving up the piece of equipment for signature. It will then go to the unit receiving the equipment for signature.

c. When both parties have signed the transfer sheet, the GME Fleet Manager will send copies to both units and send the original plus one copy to Plant Property.

2. Authority to transfer equipment between Marine Corps activities **must** be requested through the CMC (**LFS-2**).

9005. MANUFACTURER CODES. To maintain and update the GME Inventory Management Report, utilize the information in Table 8.1 (GME Codes) and Table 8.3 (Manufacturer Codes) in **MCO P11240.106**.

SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 10

INSPECTION, TESTING, AND CERTIFICATION OF LOAD LIFTING EQUIPMENT

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SOP FOR GARRISON MOBILE EQUIPMENT

CHAPTER 10

INSPECTION, TESTING, AND CERTIFICATION OF LOAD LIFTING EQUIPMENT

10000. BACKGROUND

1. The requirements for all units owning or using Marine Corps load lifting equipment are set by **MCO 11262.2**. This is to ensure that inspection and annual load testing is accomplished.
2. These procedures are applicable to each unit owning or using Garrison Mobile Equipment (GME) load lifting equipment. Included is all mobile equipment commonly referred to as cranes, wreckers, forklifts, and aerial personnel devices which are used to lift loads vertically. Cranes, derricks, hoists, winches, and monorails that are permanently installed in facilities and are not mobile, are not covered by this Manual.
3. The GME Fleet Manager will ensure that inspection, testing, and certification programs are implemented per Chapter 9 of **MCO P11240.106**.

10001. GENERAL INFORMATION

1. Inspection. When required by technical directives as a scheduled maintenance check, using activities should conduct the condition inspection with scheduled maintenance. If technical directives do not cover when to conduct inspections, then they will be conducted as set forth herein.
2. Receipt of Equipment. Upon receiving a new piece of load lifting equipment an acceptance check will be performed to ensure the item has had an annual load test completed. If it can not be verified that the load test has been completed, then the load test shall be conducted as part of the acceptance check. The GME Fleet Manager may refuse to accept the equipment if it is received with no verifiable load test.
3. Operator Daily Check. Operators of cranes and wreckers shall perform a daily inspection using the checklist in Appendix J. This form will be reproduced locally and used for this purpose. The form will be filed with the trip ticket and retained for the same period of time,
4. Load Testing
 - a. The purpose of load testing is to ensure that the equipment is capable of lifting and moving the rated load through all operational modes. Only cranes and aerial personnel devices require load testing. An aerial personnel device is considered as any mechanically, hydraulically, or electrically operated device used to lift a person into the air. Equipment will be load tested according to the criteria listed below:

(1) Prior to initial use, unless it can be verified that a load test has been completed in the past 12 months.

(2) When repairs or alterations have been done that affect the load lifting of the equipment, a new load test is required. When only the truck or power plant of the item is repaired this does not require a new load test, unless it is determined by competent maintenance personnel, that the outriggers of stabilizers are considered load bearing and affect the load lifting, thus voiding the current load test and a new load test is required.

b. Load testing is conducted by the Head, Maintenance Branch, Facilities Division, per current Marine Corps Orders, etc. In conjunction with the annual preventive maintenance (APM) schedule, the yearly requirement for condition inspection/load testing will be performed prior to the equipment being returned to the customer. If repairs are performed that meet the criteria for load testing or recertification, before the item is returned to the owner the item will be recertified, but will not change the APM date of certification date.

5. Annual Condition Inspection. The purpose of the annual condition inspection is to ensure that the overall structural mechanical and electrical components of the equipment have been maintained in a safe and serviceable condition and are functioning properly. Use MCCDC Form **4641/3**, Crane Condition Inspection Record, to record results of the inspection (Appendix K).

6. Certification. The certifying officer will be designated in writing by the Commanding General, Marine Corps Combat Development Command (MCCDC). That individual is responsible for the safety and reliability of all load lifting equipment. Certifying officers shall be either a Marine Corps officer with a MOS of 1310, 3510, or 2110, or a qualified civilian. The certification officer should have been qualified at a military or civilian approved school. The certifying officer shall designate test directors and inspection and test personnel. Certifications should be based on the condition inspection and availability of load test certification. The certification of the load test and condition inspection shall be signed by the test director, inspection and test personnel and the certifying officer. The certifying officer will be assigned from the Maintenance Branch, Facilities Division. MCCDC Form **4641/4**, Certification of Load Test, Appendix L is an example of the load test certification form.

7. Certification Frequency. Each item of load lifting equipment shall be certified as condition inspected and load tested at least once annually. Records of certifications will **be** kept in the equipment record jackets.

8. Marking. Load lifting equipment shall be stenciled in a clearly visible position, by the owning unit, so the operator can clearly see it, with certification data indicating the test status. An example is given below:

CAP. 3,000 lb certified 23 Jan 91

10002. ADDITIONAL INSPECTIONS. Besides inspections that are required by commercial manuals, there are also some additional inspections that must be performed. A detailed list of these additional inspections may be found in Chapter 10 of **MCO P11240.106.**

10003. SAFETY. Safety is a major concern when load testing equipment. Every effort will be made to ensure that no more than required traffic and personnel are in the area when load testing is being conducted. The first priority is the safety of the operator and the personnel conducting the test.

SOP FOR GARRISON MOBILE EQUIPMENT

APPENDIX A

ENGINEER EQUIPMENT OPERATIONAL RECORD

DATE		EQUIPMENT			USMC OR SERIAL NO.		ORGANIZATION					
OPERATIONAL			TIME		HOURS OR MILES		REPORT TO (Location)		RELEASED BY (Signature - Time)			
	1ST OPERATOR		IN		STOP							
	DISPATCHER'S SIGNATURE		OUT		START							
			TOTAL		TOTAL							
	2ND OPERATOR		IN		STOP							
	DISPATCHER'S SIGNATURE		OUT		START							
			TOTAL		TOTAL							
	1ST OPERATOR											
	WORK PERFORMED 2ND OPERATOR											
SERVICE	FUELS		LUBES			OIL CHANGE		LUBRICATION		PM SERVICE		
	DIESEL (GAL)	GAS (GAL)	OE (QTS)	GO (QTS)	GREASE (LBS)	HOUR/MILE DUE	HOUR/MILE COMPLETED	HOUR/MILE DUE	HOUR/MILE COMPLETED	TYPE PM DUE	HOUR/MILE DUE	HOUR/MILE COMPLETED
REMARKS										1ST OPERATOR'S SIGNATURE		
										2ND OPERATOR'S SIGNATURE		
										EQUIPMENT FOREMAN'S SIGNATURE		

ENGINEER EQUIPMENT OPERATIONAL RECORD

(11245) NAVMC 10523 (REV. 8-86) PREVIOUS EDITIONS MAY BE USED.
SN: 0000-00-005-6304 U/I: PG

Date	Type	Registration No.	Organization	Fuel	Oil
Admin #	Operator's Name	Time	Mileage	Operation Check	
	Operator's Signature	IN	STOP	1. Damage (Exterior, Interior)	
	Dispatcher's Signature	OUT	START	2. Leaks (Oil, Gas, Water)	
	Report to	TOTAL	TOTAL	3. Fuel, Oil, Water (Antifreeze)	
	Remarks	SAMPLE		4. Lights, Reflectors, Mirrors, Turn Signals	
				5. Instruments (Oil, Air, Temp, etc.)	
				6. Windshield Wiper	
				7. Safety Devices (Horn, Seal Belts, etc.)	
				8. Brakes (Drain Air Tank When Equipped)	
			9. Other (Specify in Remarks)		
		CLEAN VEHICLE AFTER USE.			
		✓	OK		
		X	DEFECTIVE		

COMMERCIAL VEHICLE OPERATIONAL RECORD
MCCDC 4641/2 (Rev 8/91) FPP 33940

SOP FOR GARRISON MOBILE EQUIPMENT

SOP FOR GARRISON MOBILE EQUIPMENT

VEHICLE AND EQUIPMENT OPERATIONAL RECORD (ADMINISTRATIVE AND TACTICAL MOTOR VEHICLES)

(1 12401)

DATE	TYPE		REGISTRATION NO.			ADMINISTRATION NO.		
DISPATCHING ORGANIZATION			ACTION	TIME	MILES	TOTAL (Fuel gallons)		
						1	2	3
1ST OPERATOR			IN			REPORT TO		
			OUT					
OPERATOR'S SIGNATURE			TOTAL			DISPATCHER'S SIGNATURE		
2D OPERATOR			IN			REPORT TO		
			OUT					
OPERATOR'S SIGNATURE			TOTAL			DISPATCHER'S SIGNATURE		
3D OPERATOR			IN			REPORT TO		
			OUT					
OPERATOR'S SIGNATURE			TOTAL			DISPATCHER'S SIGNATURE		

DESTINATION	TIME		ARRIVAL MILEAGE	CARGO CUBE OR WEIGHT	PASSENGERS	CARGO LOAD/ UNLOAD TIME	# WAITING TIME	# STANDBY TIME	USER SIGNATURE
	ARRIVE	DEPART							
a	b	c	d	e	f	g	h	i	j
FROM									
TO									
1.									
TO									
2.									
TO									
3.									
TO									
4.									
TO									
5.									
TO									
6.									
TO									
7.									
TO									
8.									
TO									
9.									

DATE	TYPE		REGISTRATION NO.			ADMINISTRATION NO.		
1. BEFORE OPERATION			2. DURING OPERATION			3. AFTER OPERATION		
OPERATOR			OPERATOR			OPERATOR		
1st 2d 3d			1st 2d 3d			1st 2d 3d		
DAMAGE, PILFERAGE			INSTRUMENT BRAKES			LIGHTS AND REFLECTORS		
LEAKS, GENERAL			BRAKES			SAFETY DEVICES		
FUEL, OIL, WATER			CLUTCH			BRAKES		
ENGINE, WARM-UP			STEERING			AIR TANKS (Drain)		
INSTRUMENTS			ENGINE OPERATION			FUEL, OIL, WATER (Refill)		
SAFETY DEVICES			UNUSUAL NOISES			*DRIVE BELTS		
TOOLS AND EQUIPMENT						*BATTERY LEVEL		
I I I I			I I I			*ANTI-FREEZE		
I I I I			I I I			*TIRES DAMAGE (GAGE)		
						*CLEAN (AS REQUIRED)		

LEGEND: / - OK

X-DEFECTIVE

*WEEKLY SERVICE

NAVMC 10627 (REV. 6-75) (PREVIOUS EDITION WILL BE USED.)

SN. 0000-00-006-1533 U/I. PD (100 SHEETS PER PAD)

SOP FOR GARRISON MOBILE EQUIPMENT

DESTINATION a	TIME		ARRIVAL MILEAGE d	CARGO CUBE OR WEIGHT e	NO. PASSEN- GERS f	CARGO LOAD/ UNLOAD TIME g	WAITING TIME h	STANDBY TIME i	USER SIGNATURE j
	ARRIVE b	DEPART c							
10									
10									
10									
11									
10									
12									
10									
13									
10									
14									
10									
15									
10									
16									
10									
17									
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18									
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19									
10									
20									
10									
21									
10									
22									
10									
23									
10									
24									
10									
25									
10									
26									
10									
27									
TOTALS									
PRIME SHIFT #		TOTAL HOURS ON DISPATCH #			TOTAL IDLE TIME #			TOTAL PRODUCTIVE TIME #	
1ST OPERATOR					2D OPERATOR				
3D OPERATOR									

NOTE: Signatures of the dispatcher, operator, and user indicate that vehicle was dispatched and used for Official Government Business ONLY. Operator's signature also indicates that daily before and after operation preventive maintenance service was accomplished.

Nat applicable to operators of tactical vehicles.

REMARKS

SOP FOR GARRISON MOBILE EQUIPMENT

From : _____ Account No: _____ Date: _____
 To: Base Motor Transport Office

Subj: Month of _____ Vehicle Mileage/Hour Report

1. Beginning Accumulated Mileage/Hours. The total mileage/hours accumulated by the beginning of the reporting period. This includes the mileage/hours on equipment received from another Marine Corps activity and the mileage/hours accumulated on replaced hour meters or odometers. The beginning accumulated miles/hours on a reporting period must always be the same at the ending accumulated miles/hours for the previous reporting period.

2. Ending Accumulated Mileage/Hours. The total mileage/hours accumulated on the equipment during its entire life in the Marine Corps at the end of the reporting period. The accumulated mileage/hours shall be obtained from the vehicle odometer or hour meter, as appropriate.

3. Miles/hours reported will be in whole numbers. NO tenths will be reported.

4. List all equipment in numerical order by Code and Registration Number.

SAMPLE

EQUIPMENT CODE	REGISTRATION NUMBER	ODOMETER/HOUR READING BEGINNING / ENDING	TOTAL ACCUMULATED MILES/HRS	REMARKS

SOP FOR GARRISON MOBILE EQUIPMENT

Subj: Month of _____	Vehicle	Mileage/Hours	Report
----------------------	---------	---------------	--------

[illegible]

TOTAL ACCUMULATED MILES/HOURS

SOP FOR GARRISON MOBILE EQUIPMENT

ROADMASTER REPORT

MCCDC 4730/8 (REV 4/91)

FROM: NAME (ROADMASTER)

TO: MOTOR TRANSPORT OFFICER, MCCDC

REPORT ON

DRIVER'S NAME (LAST, FIRST, MI)

SERVICE NO.

RANK

ORGANIZATION

LOCATION

VEHICLE NO.

TYPE

SING UNIT

DISCREPANCIES

OPERATIONAL

MAINTENANCE

ITEM	ITEM	ITEM	ITEM
UNAUTHORIZED USE	FOLLOWING TO CLOSE	OIL	TIRES
UNAUTHORIZED PARKING	RUNNING-UNATTENDED VEHICLE	FUEL	CANVAS
IMPROPER PARKING	KEYS LEFT IN VEHICLE	WATER	ENGINE OPERATION
IMPROPER PASSING		LEAKS	HORN
IMPROPER TURNING		LIGHTS	EXHAUST SYSTEM
EXCESS SPEED		BRAKES	BATTERY
RUNNING STOP SIGN		CLUTCH	AIR CLEANER
NO LICENSE		STEERING	
EXPIRED LICENSE		BODY	
TRIP TICKET		GLASS	

REMARKS

SAMPLE

SIGNATURE (ROADMASTER)

TIME

DATE

FROM:

MOTOR TRANSPORT OFFICER, MCCDC

TO:

FORWARD:

☐

FOR INFORMATION

☐

FOR CORRECTIVE ACTION

☐A REPORT OF ACTION
TAKEN IS REQUESTED

COMMENTS

SIGNATURE (MTO)

DATE

APPENDIX B



SOP FOR GARRISON MOBILE EQUIPMENT

APPENDIX C

CATEGORIES OF MWR ACTIVITIES

Category A - Mission Sustainins Activities

Armed Forces professional entertainment program overseas
Common support services
Gymnasium/physical fitness/aquatic training
Libraries
Parks and picnic areas
Recreation centers/rooms
Shipboard/isolation/deployed/free admission motion pictures
Sports/athletics (self directed, unit level, intramural)
Unit level programs and activities
Temporary lodging facility (in support of official travel)

Category B - Community Support Activities

Arts and crafts skill development
Automotive crafts skill development
Child development centers
Entertainment (music and theater)
Outdoor recreation
Recreational swimming pools
Sports programs (above the intramural level)
Youth activities
Stars and stripes

Category C - Enhanced Community Support

Bowling centers (12 lanes or less)
Joint service facility

SOP FOR GARRISON MOBILE EQUIPMENT

Marinas without resale or private boat berthing

Military open messes/clubs

Recreation equipment checkout

Recreational information, tickets and tours services

Temporary lodging facility

Category D - Business Activities

Aero clubs

Amusement machine locations and centers

Animal care funds

Armed services exchange related activities

Armed Forces recreation centers (accommodation/dining and resale facilities)

Audio/photo and other resale activities

Bingo

Bowling centers (over 12 lanes)

Cabins/Cottages/Cabanas/Recreational guest houses

Catering

Civilian dining, vending, and other resale activities and services

Golf course

Marinas and boating activities with resale or private boating berthing

Motion pictures (paid admission function)

Motorcycle clubs

Package stores

Parachute/sky diving clubs

Rod and gun clubs

Skating clubs

SOP FOR GARRISON MOBILE EQUIPMENT

Skeet/trap ranges

Snack bars/soda fountains

Stables

Supplemental mission funds (in-flight services/military museums, etc.)

Unofficial commercial travel service

SOP FOR GARRISON MOBILE EQUIPMENT

APPENDIX D

LETTER OF DESIGNATION FORMAT

Your Organizational Letterhead

11240
SSIC
XX XXX XX

From: Commanding Officer/Officer in Charge, Marine Corps Combat
Development Command

To: Head, Support Branch, Facilities Division, Marine Corps
Combat Development Command

Subj: LETTER OF DESIGNATION FOR PERSONNEL AUTHORIZED TO REQUEST
TRANSPORTATION

Ref: (a) MCCDCO P11240.5A

1. Per the reference, the following personnel are authorized to
submit transportation requests to the Head, Support Branch, Facilities
Division:

Name

Rank

Signature

Signed by CO or OIC
By direction

TRANSPORTATION REQUEST
MCCDC 11240/1 (Rev 9/91) FPP 21296(1)

TO: _____

(SEE INSTRUCTIONS ON REVERSE)

FROM (ORGANIZATION):				WEEK OF:	DATE SUBMITTED:	
TIME/DATE		NO./TYPE VEHICLES	NAME/ LOCATION/PHONE #	DESTINATION	TYPE/CARGO/ NO. PERSONNEL	REMARKS
FROM	UNTIL					
RECEIVED BY:				DATE/TIME RECEIVED:		

PREVIOUS EDITION OBSOLETE

- ☐ APPROVED
☐ DISAPPROVED

SIGNATURE

SOP FOR GARRISON MOBILE EQUIPMENT

SOP FOR GARRISON MOBILE EQUIPMENT

APPENDIX F

UTILIZATION TARGET STANDARDS FOR
GARRISON MOBILE EQUIPMENT

VEHICLE CODE	NOMENCLATURE	ANNUAL MILEAGE STANDARD
0101	29 PASSENGER BUS	9000-Miles (M)
0105	44 PASSENGER BUS	9000-M
0107	28 PASSENGER VAN	9000-M
0110	44 PASSENGER BUS	9000-M
0303	SEDAN	9000-M
0305	POLICE SEDAN	25,000-M
0402	STATION WAGON	10,000-M
0500	FOUR WHEEL DRIVE	8000-M
0501	7 PASSENGER VAN	9000-M
0502	5-7 PASSENGER VAN	9000-M
0503	CARGO VAN	9000-M
0508	COMPACT PICKUP	9000-M
0601	4X2 PICKUP	9000-M
0701	4 DOOR CREW CAB	9000-M
0805	4x4 PICKUP	9000-M
0806	METRO VAN	9000-M
0825	MAXI VAN	12,000-M
1101	THREE TON STAKE	8000-M
1102	THREE TON LIFT	8000-M
1118	THREE TON REFRIG	8000-M
1128	THREE TON 4X4	7000-M
1201	TRUCK DUMP 5TON 4X2	7000-M
1202	TRUCK TRACTOR 5TON	7000-M

SOP FOR GARRISON MOBILE EQUIPMENT

VEHICLE CODE	NOMENCLATURE	ANNUAL MILEAGE STANDARD
1304	TRUCK TRACTOR 10 TON	6000-M
1306	TRUCK TRACTOR 15 TON	6000-M
1404	TRUCK TANK 2600 GAL	9000-M
1406	TRUCK TANK 1200 GAL	9000-M
1706	FORKLIFT GAS 4000 LB	240-Hours (H)
1713	FORKLIFT GAS 6000 LB	200-H
1719	FORKLIFT GAS 15000 LB	200-H
1805	FORKLIFT ELEC 4000 LB	100-H
1901	TRUCK LIFT PLTFRM	300-H
2002	TRACT WHL WHSE	130-H
2400	CRANE WHSE GAS	20-H
2402	TRUCK AIRFIELD MAINT	30-H

SOP FOR GARRISON MOBILE EQUIPMENT

APPENDIX G

MONTHLY VEHICLE MILEAGE/HOURS REPORT

From: YOUR ORGANIZATION Account No: YOUR No Date: TODAY'S DATE
To: Head, Support Branch, Facilities Division, Marine Corps Combat
Development Command

Subj: MONTH of MONTH YEAR VEHICLE MILEAGE/HOUR REPORT

1. Beginning Accumulated Mileage/Hours. Is the total mileage/hours accumulated by the beginning of the reporting period. This includes the mileage/hours on equipment received from another Marine Corps activity and the mileage/hours accumulated on replaced hour meters or odometers. The beginning accumulated miles/hours on a reporting period must always be the same as the ending accumulated miles/hours for the previous reporting period.

2. Ending Accumulated Mileage/Hours. Is the total mileage/hours accumulated on the equipment during its entire life in the Marine Corps at the end of the reporting period. The accumulated mileage/hours shall be obtained from the vehicle odometer or hour meter, as appropriate.

3. Miles/Hours Report. Will be in whole numbers, no tenths will be reported.

4. Equipment Listing. List all equipment in numerical order by Equipment Code and Registration Number. Report is due by the COB on the 20th of each month.

EQUIP CODE		REGIST. NO.		ODOM/HOUR START		ODOM/HR END		TOTAL ACCUM MILES/HRS		REMARKS
TAM	No	USMC	No	Reading		Reading		End	Miles	As
		6	Disits	From	Last	From		Minus		Approp
				Month's		Vehicle		Begin		
				Ending		Odometer		Miles		
				Column						

SOP FOR GARRISON MOBILE EQUIPMENT

Subj: MONTH OF _____ VEHICLE MILEAGE/HOURS REPORT

[illegible]

TOTAL ACCUMULATED MILES/HOURS

SOP FOR GARRISON MOBILE EQUIPMENT

APPENDIX H

OPERATOR'S MAINTENANCE (WEEKLY)

Use both sides for motor vehicles;
reverse side only for trailers.

MCCDC 473017 (1/91) FPP 33626

OPERATOR'S MAINTENANCE

OPERATOR'S NAME (Last, first, M.I.)	VEHICLE/TRAILOR NO.	TYPE	DATE
-------------------------------------	---------------------	------	------

OPERATOR: Inspect items below, service as required and check (✓) when action completed. Place (X) under column 'R' if shop work is required.

CODE	CL -- Clean. O -- Oil, add or lubricate as required. T -- Tightness or proper fit.			C -- Condition (check mark indicates "SATISFACTORY" or defects noted. R -- Shop. NA -- Not Applicable			REMARKS		
	CL	O	T	C	R	NA			
DRIVER COMPARTMENT	DD FORM 91 /NAME PLATE								
	MIRRORS								
	SAFETY BELTS. SEATS								
	INSTRUMENTS/ELECT. WIRING								
	WINDSHIELD WIPERS								
	HORN								
	AIR WARNING BUZZER								
	CLUTCH (free play)								
	STEERING SYSTEM (free play)								
	CANVAS TOP								
	TOOLS & EQUIPMENT								
	LIGHTS	DASH							
		INTERIOR							
	BRAKES	SERVICE (free play)							
		EMERGENCY/DRUM							
	RADIATOR								
	WATER/ANTI-FREEZE (level)								
	ELECT. WIRING								
	AIR CLEANER/FILTER								
	LINKAGE	CARBURETOR							
		TRANSMISSION/TRANSFER							
	BATTERY	COMPARTMENT							
		POST, CLAMPS & CABLES							
		WATER LEVEL							
	BELTS	FAN/GENERATOR							
		POWER-STEERING/COMPRESSOR							
	LEAKS	ENGINE/FILTER							
		LINES/HOSES							
POWER-STEERING COMPRESSOR FILTER									
ALCOHOL BOTTLE									

OVER

SOP FOR GARRISON MOBILE EQUIPMENT

ITEMS		CL	O	T	C	R	NA	REMARKS	
CHASSIS & SUSPENSION	GLASS								
	PAINT & MARKINGS								
	BODY & BUMPERS								
	SIDE RACKS/SEATS								
	TARP/WIND BREAKER(S)								
	PINTLE HOOK								
	LUNETTE/SAFETY CHAINS								
	ELECTRICAL WIRING								
	SPRINGS/SHOCKS/SHACKLES								
	DRIVE SHAFT								
	BREATHER VALVES								
	LATCHES/ HINGES/ SPRINGS	DOORS							
		HOOD/TRUNK							
	LIGHTS	TAIL/STOP/FLASHERS							
		BLACK-OUT DRIVE							
		CLEARANCE/REFLECTORS							
	TIRE (S)	SPARE	(PRESSURE/ rotate, match when needed)						
		GROUND							
		VALVE CAPS/HUB CAPS							
	WHEEL (S)	SEALS							
		HUB ADJUSTMENT							
		LEG CASTOR/DOLLY							
		FIFTH/KING PIN							
		LUGS/LUG NUTS							
	LEAKS	EXHAUST SYSTEM							
		BRAKE SYSTEM							
		LINES/HOSES							
		TRANSMISSION/TRANSF. CASE/DIFFERENTIAL							
TANK (S)	GAS	(DRAIN WATER)							
	FUEL/OIL								
	AIR								
	WATER								
	STRAINER/FILTERS								
	COVER/ASSEMBLY								
	FACETS VALVES PIPES ELBOWS								
OPERATOR'S SIGNATURE					SECTION LEADER'S SIGNATURE				

SOP FOR GARRISON MOBILE EQUIPMENT

APPENDIX I

ENGINEER EQUIPMENT DAILY CHECKLIST

DAILY "A" PM **SERVICE**

Legend for marking							
A -- Adjust		S -- Service		X -- Adjustment/Repair Required			
C -- Check		V-Verify		O -- Defect Corrected			
L -- Lubricate		/ -- Not applicable					
ITEM NO.	COVERAGE	OPERATION			8 HOUR	10 HOUR	
		BEFORE	DURING	AFTER			
1	DAMAGE, PILFERAGE, LOSS	C	/	C			
2	LEAKS. GENERAL	C		C			
3	FUEL. OIL. WATER	V		S			
4	ENGINE WARMUP	C	/				
5	INSTRUMENTS	C	C				
6	SAFETY DEVICES	C					
7	TOOLS AND EQUIPMENT	C					
8	PUBLICATIONS	V	/				
9	CLUTCH	V	C				
10	STEERING	C	C				
11	ENGINE OPERATION	/	/	/			
12	UNUSUAL NOISES	C	C	/			
13	LIGHTS AND REFLECTORS	C					
14	AIR TANKS	S		S			
15	DRIVE BELTS	C		C			
16	BATTERY ELEC. LEVEL	C	/	S			
17	ANTIFREEZE TEST TO ____° F	V	/				
18	SERVICE BRAKES	V	C				
19	TRANSMISSION	C	C				
20	AIR FILTER	V		S			
21	FUEL FILTERS	S	/	S			
22	TIRES/TRACK	C		C			
23	CLEANLINESS	C		V			
24	GREASE FITTINGS*		L				
25							

1. Add other coverages and procedures designated by the appropriate technical manual.
 2. 8 and 10 hour scheduled PM's are considered as daily PM services.
 3. If repairs are required, notify the equipment chief.

REMARKS * Those fittings which retain to bearings or articulate joints on working attachments

APPENDIX J

OPERATOR'S DAILY CHECKLIST

USMC NO.		TYPE/CAP		LOCATION/ASSIGNMENT		SHIFT			HOUR METER		HOURS OPERATED		DATE		
						1	2	3	START	STOP					
OPERATOR'S NAME				OILER'S NAME				INSTRUCTIONS — Check all items indicated, inspect and indicate as satisfactory (S), unsatisfactory (U), or not applicable (NA).							
1 WALK AROUND INSPECTION				2 MACHINERY HOUSE INSPECTION				3 OPERATOR CAB INSPECTION				4 OPERATION INSPECTION			
		S	U			S	U			S	U			S	U
a	Safety Guards & Plates			a	Housekeeping			a	Gauges			a	Area Safety		
b	Carrier Frame/Rotate Base *			b	Engine/Compressor			b	Warning/Indicator Lights			b	Internal Noises		
c	General Hardware			c	Leaks, Fuel/Lube/Oil/Water			c	Controls/Brakes			c	Control Action		
d	Wire Rope *			d	Lubrication			d	Visibility			d	Brakes/Boom/Load/Rotate		
e	Reeving *			e	Battery			e	Load Rating Charts			e	Crane Stability		
f	Block *			f	Lights			f	Safety Devices			f	No Load Test		
g	Hook *			g	Glass			g	Emergency Stops			g	Floating Sheave		
h	Sheaves *			h	Clutch/Brake Linings			h	Warning Indicators			h	Limit Switches		
i	Boom/Jib *			i	Electric Motors			i	Boom Angle/Radius Indicator						
j	Gantry/Pendants/Boom Stops *			j	Warning Tags										
k	Walks/Ladders/Handrails			k	Fire Extinguisher(s)										
l	Windlocks/Chocks/Stops														
m	Tires/Wheels/Tracks														
n	Leaks, Fuel/Lube/Oil/Water														
a	Radius Indicator														
p	Outrigger/Locking Device *														
INSTRUCTIONS — Inspect all applicable items indicated, each shift. Suspend all operations immediately when observing an unsatisfactory condition of any item indicated above with an asterisk (*). In addition, suspend operation when any unsafe condition is observed and immediately notify supervisor. Other conditions not affecting safety shall be noted under "Remarks" and reported to supervisor.												OPERATOR'S SIGNATURE			
REMARKS												DATE			
CRANE OPERATOR'S DAILY CHECKLIST												SUPERVISOR'S SIGNATURE			
												DATE			

SOP FOR GARRISON MOBILE EQUIPMENT

APPENDIX K

CRANE CONDITION INSPECTION RECORD

Crane No.	Type	Location	Operator Names	Operator License Nos.
Purpose of inspection:			Date Started	Date Completed
Item No.	Item Description			Insp/ init.
1	Bent, cracked, or corroded structural members.			
2	Cracked or corroded welds.			
3	Loose, broken, missing, or deteriorated rivets or bolts.			
4	Inspect all wire rope for wear, broken wires, corrosion, kinks, damaged strands, crushed or flattened sections, condition of sockets, and dead end connections. Check for proper lubrication and evidence of proper inspection of idler sheaves and saddles. See appendixes A and B for detailed inspection requirements and rejection criteria.			
5	Inspect hocks for cracks, sharp edges, and distortion. Verify disassembly, inspection, and NDT, as applicable.			
5	Inspect all brakes and clutches for proper operation. Spot check components for proper adjustment and acceptable wear.			
7	Check all controls for proper condition and operation.			
8	Check all control components for proper condition and operation.			
9	Inspect all limit switches for condition and proper operation.			
10	Ensure each drum has minimum of two complete wraps of wire rope at lowest working level.			
11	Check load indicators for condition and working accuracy.			
12	Inspect all mechanical equipment which is reasonably accessible for wear, cracks, and alignment.			
13	Inspect, where practical, for worn, defective, or misaligned bearings, bushings, shafts, pins, and gears.			
14	Check components for excessive heat, vibration, noise, and oil leaks.			
15	Inspect sheaves for wear, roughness, free-turning, and alignment. Gauge sheave groove, where possible.			
15	Inspect for excessive wear of wheels, tires, rollers, and roller paths or rails.			
17	Inspect for excessive wear of chains and sprockets. Measure chain stretch of load chains.			
18	Verify that correct certified capacity charts or hook load rating data is in view of operator and/or rigging personnel.			
19	Inspect operator's cab for cleanliness and operation of all equipment.			
20	Check machinery house for cleanliness, proper safety guards, warning signs, and storage of tools and equipment.			
21	check operation of all. Indicators, warning devices, and lights.			

SOP FOR GARRISON MOBILE EQUIPMENT

Item No.	Item Description	B	D	A	Insp/ Init.
22	Check for proper type and condition of all fire protection equipment.				
23	Check condition and function of outriggers, pads, boxes, wedges, and cylinder mountings. Check level indicators.				
24	Check center pin nut and steadiment by observing operational behavior during load test.				
25	Check travel, steering, braking, and locking devices for condition and proper operation.				
26	Check radius indicator for accuracy by measuring actual radius in at least two boom positions.				
27	Check pawls, ratchets, and spuds for proper engagement and operation of interlocks.				
28	Inspect tanks, lines, valves, drains, filters, and other components of air systems for leakage and proper operation.				
29	Inspect reservoirs, pumps, motors, valves, lines, cylinders, and other components of hydraulic systems for leakage and proper operation.				
30	Check engines and engine generator sets for proper performance, safety, and system leakage.				
31	Inspect for bent, cracked, corroded, or dented boom members.				
32	Check condition of counterweights, ballast, and securing fasteners.				
33	Check all compartments (voids) for water tightness.				
34	Check accuracy of list and trim indicators against design data or previous test data.				

Remarks:

LEGEND

B--before

P-during

A--after

Inspector Signature/Date

Test Director Signature/Date

APPENDIX L

CERTIFICATION OF LOAD TEST

USMC No.	Type	Rated Cap lbs. _____ foot _____	Doom Length	Test Site	Test Date
Reason for Test			Certification This is to certify that inspections and tests have been conducted in accordance with this crane test procedures set forth in MCO P11262.2A or P11240.106A.		
Category Group {1} Cranes			Crane Test Procedures Paragraph Numbers		
Hoist	Test Load %	Minimum Radius Pounds Feet	Maximum Radius Pounds Feet		
Main					
Aux					
Whip					
Hook Throat Opening		Before Test	After Test		
Main Hook					
Aux Hook					
Whip Hook					
Note 1. Enter the number of each paragraph complied with in MCO P11262.2A or MCO P11240.106A. The former order applies to tactical equipment while the latter only to GME.			SAMPLE		
			Crane Condition: Inspection Record Item Numbers Check (✓) Items Inspected		
			1 6 11 16 21 26 31 36 2 7 12 17 22 27 32 37 3 8 13 18 23 28 33 38 4 9 14 19 24 29 34 39 5 10 15 20 25 30 35 40		
			It is further certified that the crane identified above is satisfactory to lift its rated capacity at its rated radii.		
			Test Director (Signature)		Date
			Inspector (Signature)		Date
			Certifying Official (Signature)		Date